

# Wisconsin Motorists' Handbook

**Department of Transportation**



**Address Change:** Your renewal notice and any other important information from DMV is sent to your last known address. If you move please inform DMV within ten days. Submit an address change over the Internet or mail to: Records and Licensing Information Section, P.O. Box 7995, Madison, WI 53707-7995.

### Information Available Via the Internet

Need more information than what is included in this manual? Visit the appropriate DMV website for more detailed information.

Accidents and Accident Reports .....	<a href="http://www.dot.state.wi.us/dmv/accident.html">http://www.dot.state.wi.us/dmv/accident.html</a>
Change of Address .....	<a href="http://www.dot.state.wi.us/dmv/change.html">http://www.dot.state.wi.us/dmv/change.html</a>
DMV Home Page .....	<a href="http://www.dot.state.wi.us/dmv/dmv.html">http://www.dot.state.wi.us/dmv/dmv.html</a>
DMV Service Centers (locations, hours, etc.) .....	<a href="http://www.dot.state.wi.us/dmv/scmap.html">http://www.dot.state.wi.us/dmv/scmap.html</a>
Driver License Fees .....	<a href="http://www.dot.state.wi.us/dmv/drivrlc.html#Fees">http://www.dot.state.wi.us/dmv/drivrlc.html#Fees</a>
Driving Schools .....	<a href="http://www.dot.state.wi.us/dmv/cdschools.html">http://www.dot.state.wi.us/dmv/cdschools.html</a>
Duplicate License .....	<a href="http://www.dot.state.wi.us/dmv/dlreplace.html">http://www.dot.state.wi.us/dmv/dlreplace.html</a>
FAQs .....	<a href="http://www.dot.state.wi.us/dmv/dmvfaq.html">http://www.dot.state.wi.us/dmv/dmvfaq.html</a>
Four-year Extension .....	<a href="http://www.dot.state.wi.us/dmv/dlextend.html">http://www.dot.state.wi.us/dmv/dlextend.html</a>
GDL Log Sheet .....	<a href="http://www.dot.state.wi.us/dmv/images/wisconsinhs-303.pdf">http://www.dot.state.wi.us/dmv/images/wisconsinhs-303.pdf</a>
ID Card .....	<a href="http://www.dot.state.wi.us/dmv/idcard.html">http://www.dot.state.wi.us/dmv/idcard.html</a>
Identification Documents .....	<a href="http://www.dot.state.wi.us/dmv/proof-identity.htm">http://www.dot.state.wi.us/dmv/proof-identity.htm</a>
Motorists' Handbook online .....	<a href="http://www.dot.state.wi.us/dmv/handbook.html">http://www.dot.state.wi.us/dmv/handbook.html</a>
New Wisconsin Residents .....	<a href="http://www.dot.state.wi.us/dmv/oos_license.html">http://www.dot.state.wi.us/dmv/oos_license.html</a>
Occupational License .....	<a href="http://www.dot.state.wi.us/dmv/occllc.html">http://www.dot.state.wi.us/dmv/occllc.html</a>
Opt Out (withhold your name from being sold) .....	<a href="http://www.dot.state.wi.us/dmv/optout.html">http://www.dot.state.wi.us/dmv/optout.html</a>
Points and Point System .....	<a href="http://www.dot.state.wi.us/dmv/point.html">http://www.dot.state.wi.us/dmv/point.html</a>
Proof of Identity Documents .....	<a href="http://www.dot.state.wi.us/dmv/proof-identity.htm">http://www.dot.state.wi.us/dmv/proof-identity.htm</a>
Proof of Name and Date of Birth Documents .....	<a href="http://www.dot.state.wi.us/dmv/proof-dob.htm">http://www.dot.state.wi.us/dmv/proof-dob.htm</a>
Proof of Name Change Documents .....	<a href="http://www.dot.state.wi.us/dmv/proof-change.htm">http://www.dot.state.wi.us/dmv/proof-change.htm</a>
Proof of Wisconsin Residency .....	<a href="http://www.dot.state.wi.us/dmv/proof-resident.htm">http://www.dot.state.wi.us/dmv/proof-resident.htm</a>
Reinstating a Revoked or Suspended license .....	<a href="http://www.dot.state.wi.us/dmv/reinstat.html">http://www.dot.state.wi.us/dmv/reinstat.html</a>
Schedule a Skills (Road) Test .....	<a href="http://www.dot.state.wi.us/dmv/schedule.html">http://www.dot.state.wi.us/dmv/schedule.html</a>
Traffic Safety Courses .....	<a href="http://www.dot.state.wi.us/dmv/trafsaf.html">http://www.dot.state.wi.us/dmv/trafsaf.html</a>
Transferring From Another State .....	<a href="http://www.dot.state.wi.us/dmv/oos_license.html">http://www.dot.state.wi.us/dmv/oos_license.html</a>
Vehicle Registration Fees .....	<a href="http://www.dot.state.wi.us/dmv/fees.html">http://www.dot.state.wi.us/dmv/fees.html</a>
Vehicle Registration/Licensing, General Info .....	<a href="http://www.dot.state.wi.us/dmv/reglic.html">http://www.dot.state.wi.us/dmv/reglic.html</a>

Still have questions or need more information? E-mail them to: [rlis.dmv@dot.state.wi.us](mailto:rlis.dmv@dot.state.wi.us) or call 608-266-2353

### Consider saving a life by becoming an organ donor.

When you apply for or renew your instruction permit or driver license, you will be asked if you want to be an organ donor in the event of your death. If you answer "yes," you should sign the back of your driver license. Be sure to also let your family know of your wishes. If you change your mind at any time, simply cross off your signature on the back of your permit or license.

### Absolute Sobriety

Wisconsin has an **Absolute Sobriety** or "**Not a Drop**" law. This means that drivers under 21 may not have a drop of alcohol in their system when operating a motor vehicle.

**Note:** This manual is intended to inform the user of the Rules of the Road (Wisconsin state laws and Administrative Rules of the Department of Transportation), as well as important safety tips. Information in this and other handbooks and manuals published by the Division of Motor Vehicles is subject to change at any time due to new or revised laws.

<b>THE DRIVER LICENSE .....</b>	<b>1</b>
Requirements .....	1
<b>INSTRUCTION PERMIT .....</b>	<b>2</b>
Restrictions of the Instruction Permit .....	3
<b>THE PROBATIONARY LICENSE .....</b>	<b>4</b>
Skills Test .....	4
Restrictions of the Probationary License .....	5
<b>KEEPING THE DRIVER LICENSE .....</b>	<b>5</b>
<b>DRIVER LICENSE RENEWAL .....</b>	<b>7</b>
<b>BEFORE YOU DRIVE .....</b>	<b>7</b>
Plan Ahead - Save Fuel .....	7
Check the Vehicle .....	8
Clean Glass Surfaces .....	9
Adjust Seat and Mirrors .....	9
Use Safety Belts and Child Restraints .....	10
<b>RULES OF THE ROAD .....</b>	<b>11</b>
Traffic Control Devices .....	11
Traffic Signals .....	12
Traffic Signs .....	13
Pavement Markings .....	17
Other Lane Controls .....	18
Reversible Lanes .....	18
Reserved Lanes .....	18
Metered Ramps .....	19
Shared Center Lane .....	20
Alternative Intersections: "Roundabout" .....	20
General Rules About Traffic Lanes .....	20
Right-of-Way .....	23
Parking .....	26
<b>SAFE DRIVING TIPS .....</b>	<b>27</b>
Basic Driving .....	27
Starting .....	27
Accelerating .....	28
Steering .....	28
Speed Limits/Speeding .....	28
Stopping .....	28
Seeing Well .....	29
Scanning .....	29
Use Your Lights .....	33
Communicating .....	34
Letting Others Know You Are There .....	34
Letting Others Know What You Are Doing .....	36
Adjusting Speed .....	37
Adjusting to Road Conditions .....	37
Adjusting to Traffic .....	39
Keep Pace with Traffic .....	39
Entering Traffic .....	39
Leaving Traffic .....	40

Slow Moving Traffic .....	40
Trouble Spots .....	40
How Well Can You See? .....	41
Sight-distance rule .....	41
Sharing Space .....	42
Space Ahead .....	42
Following-distance rule .....	42
Space Behind .....	43
Space to the Side .....	44
Space to Merge .....	44
Space to Cross or Enter .....	45
Space to Pass .....	45
Space for Special Situations .....	46
Farm Safety/Rural Driving .....	47
<b>INATTENTIVE DRIVING .....</b>	<b>47</b>
Distractions While Driving .....	47
<b>BE IN SHAPE TO DRIVE .....</b>	<b>48</b>
Vision and Hearing .....	48
Vision .....	48
Hearing .....	49
Fatigue .....	49
Drinking and Driving .....	50
Why Is Drinking and Driving So Dangerous? .....	50
If You Drink, When Can You Drive .....	51
Alcohol and The Law .....	51
Other Drugs and Driving .....	51
Health .....	52
Emotions .....	52
<b>EMERGENCIES .....</b>	<b>52</b>
Vehicle Emergencies .....	53
Brake Failure .....	53
Tire Blowout .....	53
Power Failure .....	53
Headlight Failure .....	53
Gas Pedal Sticks .....	54
Avoiding Collisions .....	54
Stopping Quickly .....	54
Turning Quickly .....	54
Speeding Up .....	55
Dealing With Skids .....	55
Protect Yourself in Collisions .....	55
Crashes .....	56
If You Are in a Crash .....	56
If Someone Is Injured .....	57
Report The Accident .....	57
What to Do in Case of a Crash, Stalled Vehicle or Other Emergency .....	58
What to Do If You Hit a Deer .....	58
<b>Study Questions and Answers .....</b>	<b>59</b>
<b>Index .....</b>	<b>60</b>
<b>Keeping the Roads Safe for Everyone .....</b>	<b>61-62</b>
<b>Driving Log .....</b>	<b>63-64</b>
<b>DMV Service Centers and Info Page (inside back cover and back cover) .....</b>	<b>65-66</b>
<b>Information Available Via the Internet (inside front cover) .....</b>	<b>B</b>

This manual gives you information on driving rules and practices to help you become a safe driver of a car or light truck (Class D license). If you want a license to drive a commercial vehicle (heavy truck, bus, Class A, B, or C), you need to read the Commercial Driver License (CDL) Manual. If you want a license to operate a motorcycle (Class M license), you need to read the Motorcyclist's Handbook.

## THE DRIVER LICENSE

### Requirements

Anyone who operates a motor vehicle or motor-driven cycle on public roadways in Wisconsin is required to have a driver license.

You may obtain a Wisconsin Class D driver license (cars and light trucks) **if you:**

1. Are at least 16 years of age.
2. Are able to submit proof of name, date of birth, **and** identity.
  - To prove your name and date of birth, bring a **certified** copy of your birth certificate or a passport, **or**
  - A Wisconsin photo ID card or a valid (or expired less than 4 years) driver license from another state.

**Note:** Hospital birth certificates or baptismal certificates are **not** acceptable. Get a certified copy of your birth certificate at the Register of Deeds in the county where you were born or from Vital Records, P.O. Box 309, Madison, WI 53701. You will be charged a fee.

  - To prove your identity, bring one other acceptable form of identification which has your name and signature **or** photograph (i.e., driver education course completion certificate, military or student ID card, credit card, social security card, etc.).

**Note:** For a list of acceptable identification documents, visit the DMV Website or contact a DMV Service Center.
3. Are under 18:
  - and have successfully completed an approved driver education course.
  - and have an adult sponsor (your parent or legal guardian) certify their sponsorship on your application.
4. Pass required driver license tests.
 

**Note:** New Wisconsin residents with a license from another state (which is valid or expired less than four years) **may** be able to get a Wisconsin license without taking the knowledge or skills tests. Visit the DMV Website or contact a DMV Service Center for more information.
5. Turn in any driver license or identification card from another state.
6. Are not suspended or revoked in another state.

7. Meet the physical and medical requirements for the type of driver license desired.
8. Pay required fees.

### Carrying the driver license, and license replacement.

You must carry your license with you while operating a motor vehicle. If your license is lost or stolen, you must obtain a duplicate license. For more information, visit the DMV Website or contact a DMV Service Center.

### Out of State Transfers

If you are under 18 and hold an instruction permit from another state or country, in order to get a probationary license you will be required to meet the same conditions as a Wisconsin resident.

If you surrender a license from another state or country, some of the requirements for a probationary license may be waived. Visit the DMV Website or contact a DMV Service Center for more information.

New Wisconsin residents with an out-of-state license are required to apply for a **Wisconsin** driver license within 30 days of becoming a resident of Wisconsin.

**Exception:** The following people who are non-residents of Wisconsin may drive with a valid license from their home state or country while living in Wisconsin, as long as they are at least 16 years old and their privilege to operate a motor vehicle in Wisconsin is not suspended or revoked:

- Members of the Armed Forces on active duty or members of foreign military on temporary duty with the Armed Forces, as well as their spouse and children.
- Students who are here up to one year to further their education. After one year, they must meet the same driver license requirements as a Wisconsin resident.
- Employees of out-of-state companies who are here temporarily to receive or give job instruction, or for other business purposes.
- Foreign tourists, who are here for up to one year.

## THE INSTRUCTION PERMIT

If you have not previously held a driver license, you must first get an instruction permit at a DMV Service Center.

1. To get an instruction permit, you must:
  - be at least 15 years, six months of age, **and**
  - pass the knowledge test and vision screening.
2. If you are under 18, you are required to:
  - have completed or be enrolled in an approved behind-the-wheel driver ed course which begins within 60 days of the date your driver ed instructor certifies your application.

**Note:** If you have not completed driver ed, you must be within 60 days of starting behind-the-wheel.

- have your adult sponsor sign the application. The sponsor's signature must be witnessed by either a notary public or an authorized DMV employee.

**Note:** Your instruction permit is valid for 12 months. If you need to renew your permit or get a duplicate, you will be asked to provide proof that you are currently enrolled in or have completed driver ed.

3. Submit proof of name, date of birth, **and** identity:

- To prove your name and date of birth, bring a **certified** copy of your birth certificate or a passport, **or**
- A Wisconsin photo ID card or a valid (or expired less than four years) driver license from another state.

**Note:** Hospital birth certificates or baptismal certificates are **not** acceptable. You can get a certified copy of your birth certificate at the Register of Deeds in the county where you were born or from Vital Records, P.O. Box 309, Madison, WI 53701. You will be charged a fee.

- To prove your identity, bring one other acceptable form of identification which has your name and signature **or** photograph (i.e., driver education course completion certificate, military or student ID card, credit card, social security card, etc.).
- Visit the DMV Website or contact a DMV Service Center to find out what other identification documents are acceptable.

**Note:** You may be required to show proof of Wisconsin residency. For more information, visit the DMV Website or contact a DMV Service Center.

## Restrictions of the Instruction Permit

You may drive only when you:

1. are accompanied by a person with two years driving experience who holds a valid **regular** license (cannot be a probationary or occupational) and who sits in the front passenger seat **and is**
  - a qualified instructor 19 or older. (Up to three others may ride along if the car is equipped with dual controls), **or**
  - a parent, guardian or spouse 19 or older (your immediate family members may ride along in the back seat), **or**
  - a person 21 or older. (If you are under 18, this person must be designated in writing by your parent or guardian prior to accompanying you while driving a vehicle.)

## THE PROBATIONARY LICENSE

If you are under 18, in order to qualify for your probationary license, in addition to all of the driver license requirements, you must meet all of the following:

1. present proof of completing an approved driver education class, and
2. have had an Instruction Permit for a minimum of six months, **and**
3. have accumulated 30 hours of behind-the-wheel driving experience (ten of the 30 hours must be at night), **and**

**Note:** Up to five hours of behind-the-wheel driving experience with a qualified instructor may be double counted. For example, three hours will count as six hours.

4. have had no moving traffic violations resulting in a conviction for the six months prior to the date of application for this license, **and**
5. have your parent or adult sponsor certify (on the driver license application) the completion of 30 hours of driving experience (ten at night), **and**
6. pass a driving skills test, **and**
7. pay the required fees

### The Skills Test

You can schedule a driving skills (road) test via the Internet or by calling the numbers listed inside the back cover of this manual. An appointment is necessary for a skills test. Prior to the skills test, the examiner will conduct a safety inspection on the vehicle used for the test. The following items will be inspected and must be present and in safe operating condition:

- |                         |   |
|-------------------------|---|
| ■ headlights            | ■ windows                                   |
| ■ tail lights           | ■ windshield wipers                         |
| ■ directional lights    | ■ exhaust system                            |
| ■ brake lights          | ■ speedometer                               |
| ■ license plate light   | ■ horn                                      |
| ■ tires                 | ■ mirrors                                   |
| ■ brakes                | ■ defroster (if needed for test conditions) |
| ■ current license plate | ■ safety belts                              |

During the skills test, the examiner will tell you where to drive: you will move from curb onto roadway; follow in traffic, change lanes, pass, turn left or right on divided highways, 2-lane or one way roads; pull over to the side of the road; back, park on a hill, parallel park, make a Y-turn. The examiner will score your attention and alertness, how well you obey traffic rules, handle the car (including shifting if the car has a manual shift), share space and communicate with other users of the road.



## Restrictions of the Probationary License

If you are under 18, for the first nine months of holding your probationary license you will have the following restrictions:

1. From 5 a.m. to midnight, you can drive alone and travel anywhere. In addition, any number of your immediate family members (including legal guardian) and the following people can ride with you:
  - **one** person who holds a valid regular (non-probationary) license with at least two years of licensed driving experience **and** who is one of the following:
    - ⇒ a qualified instructor or spouse 19 or older, **or**
    - ⇒ a person 21 or older
  - **one** other person
2. From midnight to 5 a.m.
  - **If driving between home, school, and/or work you can drive alone.** The same people as listed in number one above can be with you.
  - **If driving anywhere else, you must have one of the following people seated beside you:**
    - ⇒ a parent or guardian
    - ⇒ **one** person who holds a valid regular (non-probationary) license with two years of licensed driving experience **and** who is one of the following:
      - √ a qualified instructor or spouse 19 or older, **or**
      - √ a person 21 or older
    - ⇒ In addition, you can have any number of your immediate family members and one other person ride with you.
3. Restrictions will be extended six months if:
  - you are convicted of a moving traffic violation, **or**
  - you violate any of the restrictions, **or**
  - your license is revoked or suspended for any reason.

**Note:** The term of the passenger and time-of-day restriction stops while your operating privilege is suspended or revoked. It resumes again when your operating privilege is reinstated.

## KEEPING THE DRIVER LICENSE

In order to keep your driver license, you must drive safely at all times. **You can lose your license for:**

- A conviction for driving under the influence of alcohol or drugs.
- Refusing to be tested for alcohol or drugs if you are asked to do so by a police officer.
- Leaving the scene of an accident in which you are involved, without identifying yourself.

- Failing to notify the DMV of a reportable crash in which you are involved.
- Giving false information when you apply for a driver license.
- Failing to settle a financial judgment made against you for damages resulting from a motor vehicle crash.
- Attempting to change the information on your driver license.
- Failing to appear for a re-examination when requested to do so by the DMV.
- Using a motor vehicle to commit a felony or causing the death of someone in a motor vehicle crash.
- Having too many points on your driving record.
- Letting someone else use your driver license.
- Using someone else's driver license.

### Point System

Your driver record has zero points until you are convicted of violating certain traffic laws. Upon conviction, you are given demerit "points" which become a part of your driving record. Probationary license or ID card holders and those who do not have any type of license (no matter what age), will have their points doubled on their second or more convictions.

If you get six demerit points within any 12 month period, you will receive a warning letter. The letter will tell you how you can reduce your points by three by completing an approved traffic safety course. If you get 12 or more demerit points within any 12 month period, your license will be suspended.

### Habitual Offender

If you are convicted of four or more major traffic violations or 12 or more violations within five years, the DMV will declare you a habitual offender. Your license will be revoked for a period of five years. Habitual offenders are not eligible for an occupational license for two years after revocation.

### Occupational License

If your license is suspended or revoked, visit the DMV Website or contact a DMV Service Center to see if you qualify for an occupational license. If you are eligible, you will need to give **proof of financial responsibility**. This is done by filing an SR22 form to prove you have insurance or showing that you have other financial means to cover any damage resulting from any future traffic crash. An occupational license allows you to drive for no more than 12 hours a day or 60 hours a week.

### Reinstating a Revoked or Suspended License

A **revoked** license can be reinstated after:

- The period of revocation is over, **and**
- You file proof of financial responsibility with the Division of Motor Vehicles, **and**

**Note:** Proof must be filed for three years from the date you are eligible to reinstate.

- You bring proof of identity (a skills test may be required if you have been suspended or revoked for four years or more), **and**
- You pay a reinstatement fee.

A **suspended** license can be reinstated at the end of the suspension period after a reinstatement fee is paid.

## DRIVER LICENSE RENEWAL

Your probationary license will be valid for two years from your next birthday. You may renew your probationary license up to 90 days before it expires. Upon renewal you will be issued a regular license that will be valid up to eight years.

## BEFORE YOU DRIVE

Your safety, and that of the public, depends a lot on what you do before driving, including adjusting the seat and mirrors, using safety belts, checking your vehicle, maintaining a clear view and securing items in and on the vehicle.

### Plan Ahead... Save Fuel

When planning a trip, running errands, etc., you may wish to consider alternatives to driving. These tips will help you save fuel and wear and tear on your vehicle.

- Take public transportation, use car pools, ride share, bike or walk whenever possible.
- Avoid driving during heavy traffic periods. Stop-and-go driving causes extra wear and tear on the vehicle (and you).
- Start slowly; slow down gradually and avoid unnecessary braking.
- Plan, and then combine your trips. Make a list of the things you need and the places you need to go. Go to as many places as possible on any one trip. Try to reduce the number of places you need to go. This will cut down on the number of trips you need to make.
- Call ahead to make sure they have what you need or what you are picking up is ready.

By doing these things you can help cut down on the amount of traffic on the road, cut your travel costs and save yourself time and effort.

## Check The Vehicle

It is the duty of drivers to make certain that the vehicles they drive are safe to operate. How safely you can drive starts with the condition of the vehicle you are driving. A vehicle that is not in good condition is more likely to break down or cause a collision and costs more to run than one that is well maintained. If a vehicle is in unsafe condition, you might not be able to get out of an emergency situation when you need to. A vehicle in good condition can give you an extra margin of safety when you need it.

Your vehicle may be required to have an emission inspection at an authorized inspection station. The DMV will notify you if and when the inspection is needed.

You should follow your vehicle owner's manual for routine maintenance. Some maintenance you can do yourself and some must be done by a qualified mechanic. A few simple checks will help prevent trouble on the road.

**Braking system** - It is very dangerous to drive if your brakes are not working properly. If they do not seem to be working properly, are making a lot of noise, smell like they are burning or the brake pedal goes to the floor, have a mechanic check them.

**Lights** - Make sure that turn signals, brake lights, tail lights and head lights are operating properly. These should be checked from the outside of the vehicle. Brake lights alert other road users that you are stopping and turn signals let them know you will be turning.

An out-of-line headlight may blind other drivers and can shine where it does not help you. If you are having trouble seeing at night or if other drivers are constantly flashing their headlights at you, have a mechanic check the headlights.

**Windshield and wipers** - Damaged glass can break more easily in a minor collision or when something hits the windshield. Have a damaged windshield replaced.

Windshield wipers remove rain and snow from the windshield. Some vehicles also have wipers for rear windows and headlights. Make sure all wipers are in good working condition. If the blades are not clearing water very well, replace them.

**Tires** - Worn or bald tires can increase your stopping distance and make turning more difficult when the road is wet. Unbalanced tires and low pressure cause faster tire wear, reduce fuel economy and make the vehicle harder to steer and stop. If your vehicle bounces, the steering wheel shakes or the vehicle pulls to one side, have a mechanic check it.

Worn tires can cause hydroplaning (riding on top of water on the road) and increase the chance of having a flat tire. Check tire air pressure with an air pressure gauge when the tires are cold. Check your vehicle owner's manual for the proper pressure.

Check the tire tread with a penny. Stick the penny "head" first into the tread. If the tread does not come at least to Lincoln's head (2/32"), the tire is unsafe and you should replace it.

**Steering system** - If the steering is not working properly, it is difficult to control the direction of the vehicle. If your vehicle is hard to turn, "wanders," or does not turn when the steering wheel is first turned, have the steering checked by a mechanic.

**Suspension system** - The suspension helps you control the vehicle and provides a comfortable ride over varying road surfaces. If your vehicle bounces a lot after a bump or a stop, or is hard to control, you may need new shocks or other suspension parts. Have a mechanic check it out.

**Exhaust system** - The exhaust system helps reduce the noise from the engine, helps cool the hot gases coming from the engine, and moves these gases to the rear of the vehicle. Carbon monoxide gases from a leaky exhaust can cause death inside a vehicle in a very short time. Never run the engine in a closed garage. If you sit in a vehicle with the engine running for a long time, open a window.

Some exhaust leaks are easily heard but many are not. That is why it is important to have the exhaust system checked periodically.

**Engine** - An engine that runs poorly may lose power that is needed for normal driving and emergencies. It may not start, may get poor fuel economy, pollute the air and could quit when you are on the road, causing a problem for you and other traffic. Follow the procedures recommended in your owner's manual for maintenance.

**Loose objects** - Make sure there are no loose objects in your vehicle. They could hit someone in the event of a sudden stop or crash. Make sure there are no objects on the floor that could roll under the brake pedal and prevent you from stopping your vehicle.

**Horn** - As a warning device, the horn could save your life. Only use your horn as a warning to others.

## **Clean Glass Surfaces**

It is important that you are able to see clearly in mirrors and through the windows and windshield. Here are some things you can do to help.

- Keep your windshield clean. Bright sun or headlights on a dirty windshield make it hard to see.
- Keep your windshield washer bottle full. Use windshield washer antifreeze when the temperature could fall below freezing.
- Keep the inside of your windows clean, especially if anyone has been smoking in your vehicle. Smoking causes a film to build up on the inside of the glass.
- Clear snow, ice or frost from all windows before driving. Make sure you clean the front, sides and back.
- Do not hang things from your mirror or clutter up your windshield with decals. Besides being illegal, they could block your view.
- Keep your headlights, backup, brake and taillights clean. Dirt on the lenses can reduce the light by up to 50%.

## **Adjust Seat and Mirrors**

You should always check the position of the seat and mirrors before you start to drive. Make any adjustments before you move the vehicle.

- Adjust the seat so that you are in a comfortable driving position and can clearly see the road. If necessary, use a seat cushion.

- Adjust the rear view mirror and side mirrors. You should be able to see out the back window with the rear view mirror and to the sides with the side mirrors. A good adjustment for the side mirrors is to set them so that when you lean slightly backward, you can see the rear corners of your vehicle. Even though you have your side mirrors set this way, you still have "blind spots".
- If you have a day/night mirror, make sure it is set for the time of day you are driving.
- Head restraints are designed to prevent whiplash if you are hit from behind. They should be adjusted so the head restraint contacts the back of your head.

## Use Safety Belts And Child Restraints

Before you begin driving, always fasten your safety belts and make sure all your passengers are using safety belts or child restraints.

It is important that you and your passengers use safety belts. Studies have shown that if you are in a crash while using safety belts, your chances of being hurt or killed are greatly reduced. Protect yourself by buckling up every time you get into a vehicle, whether you are the driver or the passenger.

Wisconsin law requires you and your passengers to wear safety belts in vehicles manufactured after January 1, 1972.

If your vehicle has an automatic shoulder belt, or two-part safety belt system, be sure to wear both the lap belt and the shoulder belt. If you wear only one belt and you are in a collision, you could slide out of it and be hurt or killed. Wearing both belts greatly reduces your risk of injury.

The lap belt should fit snugly across your hip bones just under your stomach. The shoulder belt should be worn across the chest. It should be snug enough that you can fit your fist between the belt and your chest. Never put the shoulder belt under your arm, or leave it so loose that it hangs over your arm.

In addition to protecting you from injury, safety belts help you keep control of the vehicle when you are the driver. If you are struck from the side or make a quick turn, the force could push you sideways. You cannot steer the vehicle if you are not behind the wheel.

Safety belts should be worn even if your vehicle is equipped with air bags. While air bags are good protection against hitting the steering wheel, dashboard or windshield, they do not protect you if you are hit from the rear or side (unless your vehicle also has side-impact air bags), or if the vehicle rolls over. An air bag will not keep you behind the wheel in these situations, but a safety belt will.

Children up to four years of age must be restrained in an approved car safety seat. Children between four and eight years of age must be restrained in an approved seat or safety belt, and children over eight must use regular safety belts. The safest place for children is in the **rear** seat.



Never secure a child in the front passenger seat, especially if your vehicle has an air bag. If you are in a crash and the bag deploys, your child could be injured. Some vehicles have a switch which de-activates the passenger side air bag; however, studies show children are still safer in the **rear** seat. A number of organizations will lend you a child safety device if you are unable to afford one. For further information, call 1-800-261-9467.

Some people still have *misinformation* about using safety belts. For example:

**Myth:** “Safety belts can trap you inside a car.” **Fact:** It takes less than a second to undo a safety belt. Crashes where a vehicle catches fire or sinks in deep water and you are trapped seldom happen. Even if they do, a safety belt may keep you from being knocked out. Your chance to escape will be better if you are conscious.

**Myth:** “Safety belts are good on long trips, but I do not need them if I am driving around town.” **Fact:** Many traffic deaths happen within 25 miles of home. About 20% occur on roads posted at less than 45 mph.

**Myth:** “Some people are thrown clear in a crash and walk away with hardly a scratch.” **Fact:** Your chances of not being killed in a crash are much better if you stay inside the vehicle. Safety belts can keep you from being thrown out of your vehicle, into the path of another vehicle, or onto the road surface, into trees, etc. where serious injury is caused by this second impact.



**Myth:** “If I get hit from the side, I am better off being thrown across the car; away from the crash point.” **Fact:** When a vehicle is struck from the side, it will move sideways. Everything in the vehicle that is not fastened down, including the passengers, will slide **toward** the point of crash, not away from it.

**Myth:** “At slow speeds, I can brace myself.” **Fact:** Even at 25 mph, the force of a head-on crash is the same as pedaling a bicycle full speed into a brick wall or diving off a three-story building onto the sidewalk. No one can “brace” for that.

## **RULES OF THE ROAD**

There are traffic laws that say where, when and how fast you can drive. These laws are called “Rules of the Road” and help to keep traffic moving safely. Rules of the road include traffic control devices, right-of-way, and parking rules.

### **Traffic Control Devices**

Traffic control devices include traffic signals, signs and pavement markings. Traffic control can also be provided by law enforcement, highway personnel or school crossing guards. You must obey directions from these persons, even if their directions are different than what traffic lights and signs say.

## Traffic Signals

Traffic signals are lights that tell you when or where to stop or go.

Traffic signals are usually at intersections and are red, yellow and green, from top to bottom. There are some locations where there are single yellow or red lights.



A steady RED traffic light means come to a full stop. You must wait until the traffic light turns green and there is no crossing traffic before you may go.

**Note:** If it is safe to do so, you can turn right on red if there is no sign prohibiting it. You can turn left on red if you are turning from a one-way to a one-way street. Remember to stop first, then watch for, and yield to, pedestrians crossing in front of your vehicle.



A flashing RED traffic light means the same as a stop sign. You must come to a full stop and then may go when it is safe to do so.



A RED arrow means you must stop. If it is safe to do so, you can turn right on the red arrow if there is no sign prohibiting it. You can turn left on a red arrow if you are turning from a one-way to a one-way street. Remember to watch for, and yield to, other traffic and pedestrians crossing in front of your vehicle.

A steady YELLOW traffic light means the traffic light is about to change to red. You must stop if it is safe to do so. If you are in the intersection when the yellow light comes on, do not stop but continue through the intersection.

A flashing YELLOW traffic light means slow down, check for cross traffic, and proceed with caution.

A YELLOW arrow means that the green arrow is ending. If you are turning in the direction of the arrow, you should stop.



A steady GREEN traffic light means you can go through the intersection but you must yield to emergency vehicles and others as required by law. If you are stopped and then the light turns green, you must allow crossing traffic to clear the intersection before you go ahead. If you are turning left, a steady green traffic light means you may turn, but only when safe to do so. Oncoming traffic has the right-of-way. Be alert for signs that prohibit left turns. When turning right or left, watch for pedestrians crossing in front of your vehicle.



A GREEN arrow means you can turn in the direction of the arrow. There should be no oncoming or crossing traffic while the arrow is green. Remember to watch for pedestrians.



## Traffic Signs

Traffic signs tell you about traffic rules, hazards, where you are, how to get to where you want to go and where services are located. Each type of sign is identified by its **shape** and **color**.

**Warning Signs** - These signs are **yellow with black lettering or symbols** and most are **diamond** shaped. These signs warn you that a special situation or a hazard is ahead. Some common warning signs are shown below.



Intersection



Divided Highway Ahead



Slippery When Wet



Merge



Right Lane Ends



Signal Ahead



Deer Crossing



Sharp Turn to the Left  
(30 mph or less)



Curve to the Right



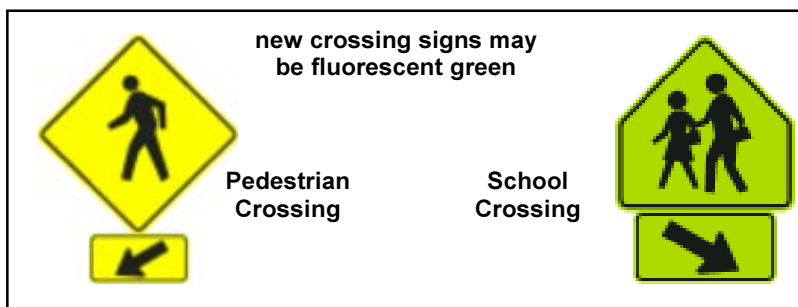
Stop Ahead



2 Way  
Traffic



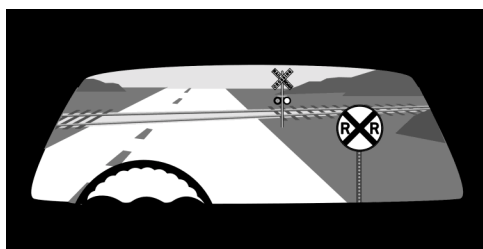
Hill



- Railroad Crossing Warning Signs.** Many railroad crossings have signs or signals to warn you that a train is near. **Never** try to beat a train across the tracks. **Never** start to cross railroad tracks if you will have to stop on the tracks because there isn't room for your vehicle on the far side. It is wise not to shift gears when crossing railroad tracks, just in case you might stall. Remember that trains are large and may be moving faster than they seem.



A **round yellow warning sign** with an "X" symbol and black "RR" letters is placed along the road before you get to a railroad crossing.



A **white, X-shaped sign** or "crossbuck" with "Railroad Crossing" on it is located at the railroad crossing. This sign has the same meaning as a "Yield" sign. You must yield to crossing trains.

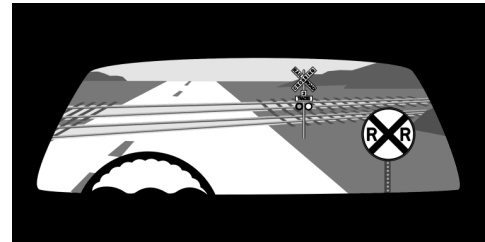


Crossings may have an “exempt” or “abandoned” sign. “Abandoned” means the crossing is no longer used by trains. “Exempt” means certain vehicles are exempted from stopping before crossing the tracks, but the tracks are still used by trains. Be cautious and look both ways before crossing “exempt” tracks.

At some crossings, along with the crossbuck sign, you will see side-by-side lights that will flash alternately when a train is approaching. When the lights are flashing, you must stop and wait until the train has passed and the track is clear. At some crossings there is also a crossing gate that will lower when a train is coming. Do not drive around the gate or under a raising or lowering gate. Some crossings also have a bell or a horn that will sound. Do not cross until the bell or horn has stopped.



Crossings with more than one train track will often post a sign that shows the number of tracks. These signs warn you that there is more than one track and there may be more than one train crossing. Not all crossings with more than one train track will have these signs, so it is important to check for more than one track before crossing.



**Work Area Signs** - These construction, maintenance or emergency operations signs are generally **diamond or rectangular shaped, orange with black letters or symbols** and warn you that people are working on or near the roadway. These warnings include reduced speed, detours, slow moving construction equipment and lane closures. In work areas, traffic may be controlled by a person with a sign or flag. You must obey these persons. **NOTE: Traffic fines double in work areas.**



Road Workers Ahead



Road Work Ahead



Flagger Ahead

**Regulatory Signs** - These signs are **square, rectangular, or have a special shape** and are **usually white or red with black, red, white or green letters or symbols**. They tell you the requirements for stopping, yielding, traffic direction, lane use, turning, speed limits, parking and other special situations.

Some regulatory signs have a **red circle with a red slash over a symbol**. These signs prohibit certain actions, i.e., no left turn, no right turn, no U-turn, etc.



Common types of regulatory signs are:

- Speed Limit Signs.** These signs tell you the maximum speed allowed, the minimum speed required, or of a change in speed limit. The maximum limit should be driven only in ideal driving conditions and you must reduce your speed when conditions require it. For example, you should reduce your speed for curves and when the roadway is slippery (during rain, snow, icy conditions), or when it is foggy and difficult to see clearly down the road. Some high speed roads have minimum speed limits and you are required to travel at least this fast so you are not a hazard to other drivers. If the minimum posted speed limit is too fast for you, you should use another road.



- Lane Use Control Signs.** These signs tell you where you can turn or what direction you can turn from a certain lane. They often use an **arrow symbol**. These signs may be located on the side of the road or hanging over the lane of travel. Sometimes arrows are painted on the road as a supplement to the signs.



Keep  
Right



- No Passing Signs.** Pavement markings, along with these optional signs, show where you can not pass. A **yellow pennant** NO PASSING ZONE sign on the left side of the road indicates the beginning of a no passing zone. Passing areas are based on how far ahead you can see. Where it is permitted to pass, you may do so only if it is safe.



- Stop Sign.** A stop sign has **eight sides** and is **red with white letters**. You must come to a full stop at a stop sign (or stop line, if one is present). You must wait until crossing vehicles and pedestrians have cleared your path. You can go only when it is safe to do so. If you cannot see traffic from your first stop, slowly move ahead and stop again **before** entering the intersection. Check for cross traffic and pedestrians before proceeding.



- Yield Sign.** A yield sign is a **downward pointing triangle**. It is **red and white with red letters**. It means you must slow down and yield the right-of-way to traffic in the intersection you are crossing or the roadway you are entering.



■ *Do Not Enter Sign.* A **square sign with a white horizontal line inside a red ball** means you cannot enter. You will see this sign at openings to roadways that you should not enter such as exit ramps where you would be going in the wrong direction, in crossovers on divided roadways and on one-way streets.



■ *Slow Moving Vehicle.* A **reflective orange triangle** on the rear of a vehicle means it may be traveling less than 25 mph. You may see this sign on construction equipment and, in rural areas, on farm vehicles or horse drawn wagons or carriages. **Note:** The Amish are **not** required to use this symbol (religious reasons), nor are bicyclists. However, both should still have reflective material on the rear of the vehicle.

*Guide signs.* Help you navigate and inform you of services available. Common types of Guide Signs are:

- *Destination Signs.* These signs are **square or rectangular** shaped and are **green or brown with white lettering**. They show directions and distance to various locations such as cities, airports, state lines or to special areas such as parks, historical areas or museums.



- *Service Signs.* These signs are **square or rectangular** shaped and are **blue with white letters or symbols**. They show the location of various services such as rest areas, gas stations, campgrounds or hospitals. Some disabled signs are **white with green letters and the backgrounds on symbols are blue**.



Disabled Access



Hospital

- *Route Number Signs.* The **shape and color of route number signs indicate the type of roadway**: interstate, U.S., state, city or county road. When planning a trip, use a road map to determine your route. During the trip, follow the route signs to keep you from getting lost.





- **Reference Markers.** Blue reference markers (sometimes called Enhancement Reference Signs) are signs designed to improve emergency responses to highway incidents. They help with faster emergency responses, faster traffic incident clearance, fewer crash related delays and fewer secondary crashes.

Reference markers are installed in the median. They may be placed every one to two-tenths of a mile.

Each reference marker includes the direction of travel, route number, and mile number. The sign in the example (at left) means:

**W**            You are westbound            **12**            on Highway 12  
  
**254**            at mile marker 254.2  
**2**

## Pavement Markings

Lines and symbols on the roadway divide it into lanes, tell you when you may pass other vehicles or change lanes, which lanes to use for turns, define pedestrian walkways and show where you must stop for signs or traffic signals. Line colors tell you if you are on a one-way or two-way roadway.

**Edge and Lane Lines** - Lines along the side of the road show you where the edge of the road is located. A solid white line indicates the right edge of the traffic lane on a road. A solid or dashed yellow line indicates the left edge of traffic lanes going in your direction. If you ever find yourself with **yellow to your right** and **white to your left**, you are going the **wrong way**.

- **White lane markings.** **Multiple lanes of travel in the same direction** are separated by **white lane markings**. You will find white lane markings on freeways and one-way streets, for example.



Dashed white lines between lanes of traffic mean you may cross the lines to pass or change lanes if it is safe to do so.

A solid white line between lanes of traffic means that you should stay in your lane unless a special situation requires you to change lanes.

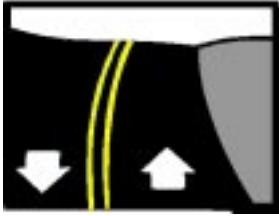
- **Crosswalks and stop lines.** When required to stop because of a sign or signal, you must **stop before the front of your vehicle reaches the stop line or crosswalk** (if there is one). Crosswalks define the area where pedestrians may cross the roadway and can be at intersections or in the middle of a block. However, not all crosswalks are marked. You must yield to pedestrians who are in or are about to enter a crosswalk.

- **Yellow lane markings.** **Lines separating traffic moving in opposite directions** are yellow.



Dashed yellow lines mean you may pass, but watch for oncoming traffic.





Two solid yellow lines between lanes of traffic means neither side can pass. You may cross a solid yellow line to turn into a driveway if it is safe to do so.

Some passing zones have signs that tell you where you cannot pass. Where there is both a solid and a dashed yellow line between opposing lanes of traffic, you may not pass if the solid yellow line is on your side. If the dashed line is on your side, you may pass if it is safe to do so.



## Other Lane Controls



### Reversible Lanes

Some travel lanes are designed to carry traffic in one direction at certain times and in the opposite direction at other times. These lanes are called "reversible lanes" and are usually marked by double-dashed yellow lines. Before you start driving in them, check to see which lanes you can use at that time. There may be signs posted by the side of the road or overhead. Special lights are often used. A green arrow means you can use the lane beneath it; a red "X" means you cannot. A flashing yellow "X" means the lane is only for turning. A steady yellow "X" means that the use of the lane is changing and you should move out of it as soon as it is safe to do so.

### Reserved Lanes

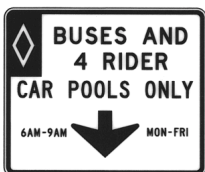
On various roadways, one or more lanes may be reserved for special vehicles. Reserved lanes are marked by signs stating that the lane is reserved for special use, and often have a white diamond posted at the side of the road and/or painted on the road surface. Do not travel in one of these lanes unless operating that type of vehicle, or unless you must turn across that reserved lane in the next half of a block.



■ "Transit" or "buses" means the lane is for bus use only.



■ "Bikes" means the lane is reserved for bicycles.



■ High Occupancy Vehicles (HOV) lanes are reserved for car pools and vehicles with more than one person in them. Signs say how many people must be in the vehicle as well as the days and hours to which it applies. For example, "HOV 4" means there must be at least four people in the vehicle.



## Metered Ramps

Ramp meters are traffic signals on freeway entrance ramps. They make it safer to merge with traffic by breaking up clusters of vehicles entering the freeway. They more evenly space the number of vehicles merging with traffic already on the freeway. This helps to reduce congestion and the stop-and-go traffic flow at freeway entrance points.

### How to Use a Ramp Meter

#### A. Ramp Meter Warning Sign

As you enter a metered ramp, you will see a "Ramp Metered When Flashing" sign.

If the sign's yellow light is not flashing, you can merge into traffic without stopping or slowing down.

If the sign's yellow light is flashing, it means the ramp meter is operating. You should follow these steps when the ramp meter is operating.

#### B. Regular Traffic Lanes

Choose a traffic lane.

#### C. HOV Lane

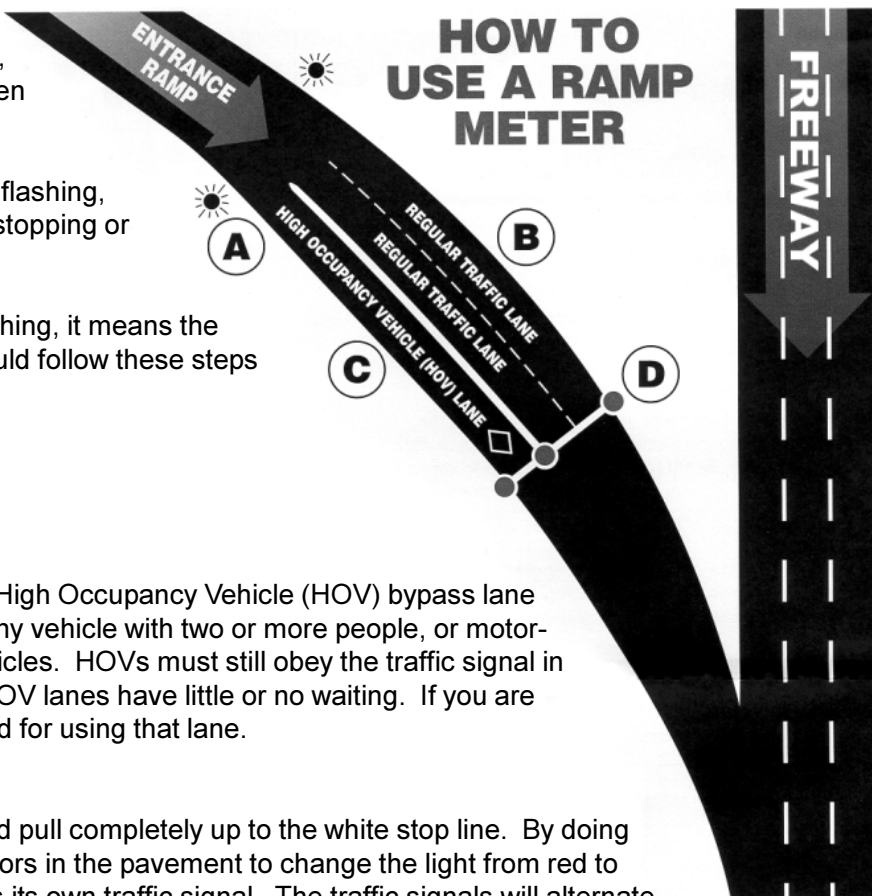
Certain vehicles can use the High Occupancy Vehicle (HOV) bypass lane on the ramp. HOV lanes are for any vehicle with two or more people, or motorcycles, buses and emergency vehicles. HOVs must still obey the traffic signal in their dedicated lane. Generally, HOV lanes have little or no waiting. If you are traveling alone, you can be ticketed for using that lane.

#### D. Stop Line and Signals

At the ramp signal, you should pull completely up to the white stop line. By doing that, your tires will trigger the sensors in the pavement to change the light from red to green. Each lane on the ramp has its own traffic signal. The traffic signals will alternate between green and red. They will allow one vehicle to pass through for each green light. You should not try to squeeze through with someone else during one change to green. If you disobey a ramp signal, you can be ticketed.

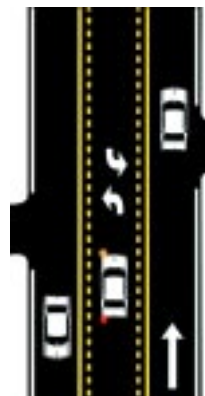
#### Other Features

To keep traffic on the ramp from backing up onto local streets, sensors in the pavement will detect if a long line of vehicles is forming on the ramp. The sensor will trigger a computer to speed up the green light. This will shorten the wait time at the ramp meter. Cameras installed on the ramps help to monitor traffic flow or, if needed, to assist emergency personnel in responding to a crash.

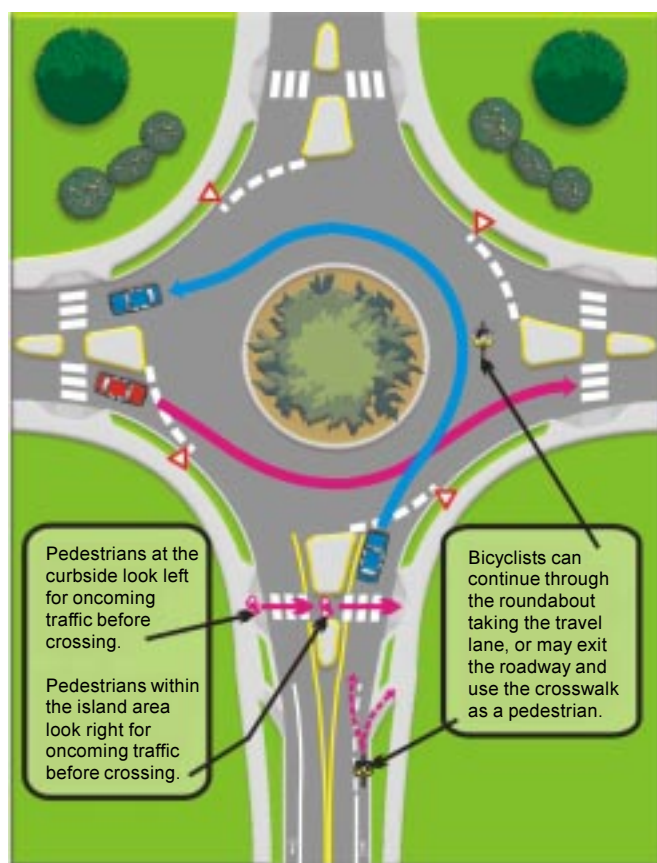


## Shared Center Lane

Shared center lanes are reserved for making left turns (or U-turns when they are permitted) by vehicles traveling in either direction. On the pavement, left-turn arrows for traffic in one direction alternate with left-turn arrows for traffic coming from the other direction. These lanes are marked on each side by a solid yellow and dashed yellow lines. Be sure you enter the lane only if it is safe to do so.



## Alternative Intersections: "Roundabout"



Modern roundabouts are a new form of intersection in the U.S. They are becoming more common because they provide safer and more efficient traffic flow than standard intersections. Roundabouts are safer because they provide easy decision making about where to go, slower speeds, and fewer conflict points with other traffic.

When driving a roundabout, follow these general rules:

- Slow down. Watch for traffic signs. Move into the correct lane for the direction you wish to travel.
- Yield to pedestrians and bicyclists as you enter and exit the roundabout.
- Look to the left for traffic. Yield to traffic already in the roundabout.
- Keep your speed low within the roundabout.
- Exit to your destination.

## General Rules about Traffic Lanes

When there are no signs or markings to control the use of lanes, there are rules that indicate which lane is to be used. These rules cover general driving, passing and turning.

**General driving** - It is illegal and unsafe to back a vehicle in any travel lane unless you are parallel parking or completing a Y-turn. Drivers do not expect a vehicle to be backing toward them and may not realize it until it is too late. If you miss your turn or exit on a freeway, do not back up. Go on to the next exit where you can exit and re-enter the freeway to go back to the exit you missed.



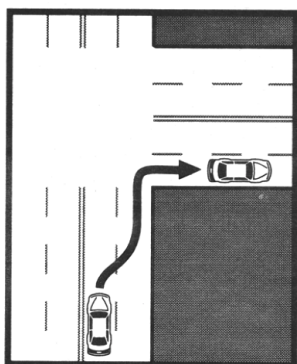
Do not stop in travel lanes for any reason (confusion, breakdowns, letting out a passenger). Keep moving until you can safely pull off the road.

On a road with two or more lanes traveling in the same direction, stay in the right lane except to pass. On a road with three or more lanes traveling in the same direction, stay as far to the right as practical.

As a general rule, never drive on an unpaved shoulder of the road.

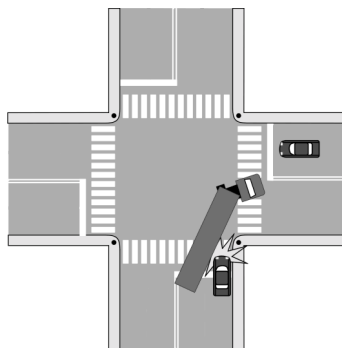
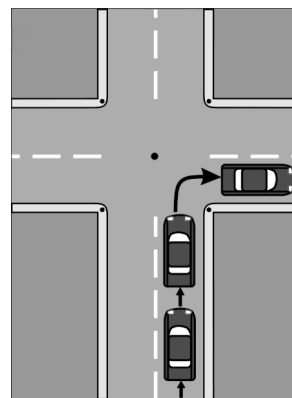
**Passing** - You should never pass on the shoulder. However, a **paved** shoulder may be used to pass a stopped or slowing left-turning vehicle. On multi-lane roads, the left-most lane is intended to be used for passing slower vehicles. If you pass on the right, the other driver may have difficulty seeing you and might suddenly change lanes in front of you.

**Turning** - Where there are no signs or lane markings to control turning, you should turn from the lane that is closest to the direction you want to go and turn into the lane closest to the one from which you came. This way, you will cross the fewest lanes of traffic. When making turns, go from one travel lane to the other as directly as possible without crossing lane lines or interfering with traffic. Once you have completed your turn, you can change to another lane if you need to.

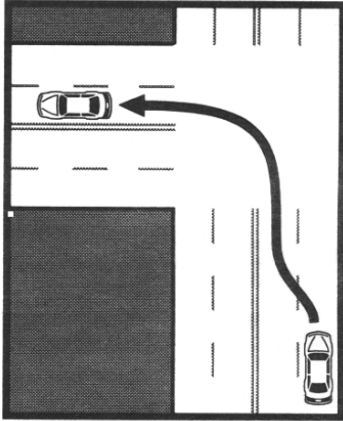


- **Right turns.** After checking traffic to the rear and signaling, move into the travel lane farthest to the right. Before starting to turn, look right and left. Remember to yield right-of-way, if necessary. Move your vehicle around the corner and into the travel lane farthest to the right.

- Avoid swinging wide to the left before starting to make the turn. If you swing wide, the driver behind you may think you are changing lanes or going to turn left and may try to pass you on the right. If you swing wide as you complete the turn, drivers who are in the far lane will not expect to see you there.

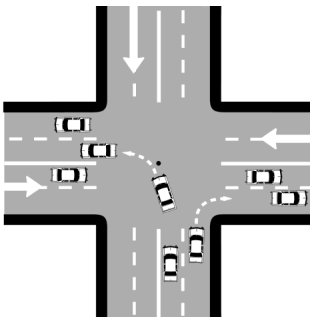
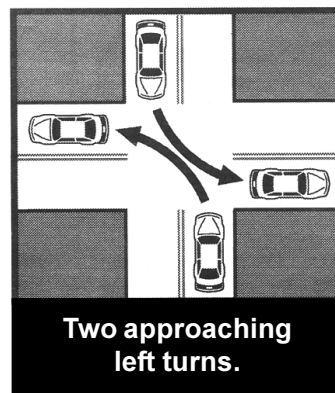
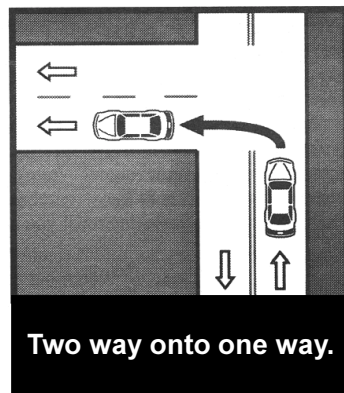
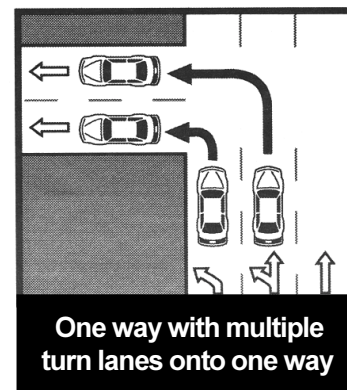
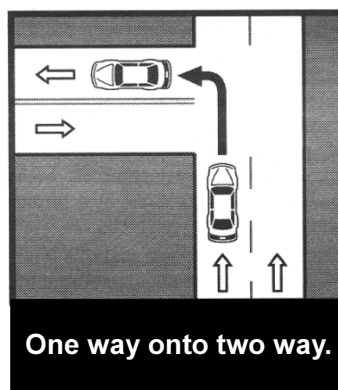


- **Caution:** Watch for large trucks and buses making right turns. In order to make the turn, they may **need** to swing left before turning right. Do not attempt to pass these vehicles on the right.

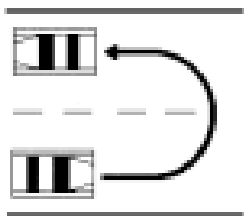


- Left turns.** After checking traffic to the rear and signaling, move into the travel lane farthest to the left. Before starting to turn, look left, right, across the intersection, then left again. Remember to yield right-of-way, if necessary. If you are turning onto a two-way street, move your vehicle around the corner and into the travel lane closest to the center line. If you are turning onto a one-way street or a divided highway, turn into the travel lane farthest to the left.

Avoid cutting the corner so sharply that you run into someone approaching from the left. However, be sure to leave room for oncoming vehicles to turn left in front of you.



- Multiple lanes turning.** If there are signs or lane markings that allow for two or more turning lanes, stay in your lane during the turn.

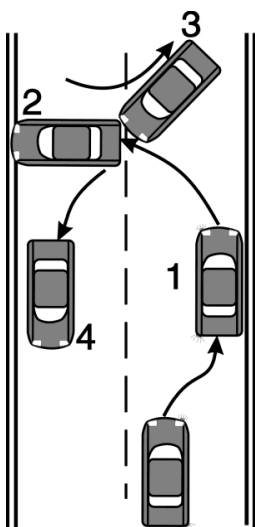


## U-Turn

A U-turn is a turn within the road, made in one smooth u-shaped motion, so as to end up traveling in the opposite direction.

You may **not** make a U-turn:

- at any intersection where a traffic light or police officer is controlling traffic.
- in mid-block in a business district, or in mid-block on a through (main) highway in a residential district, except where the highway is divided and the turn is made at a legal opening or crossover; or at any place where signs prohibit such turns.



## Y-Turn

This is used in the driving exam as a test of skill and judgement. It is not recommended for use in general driving, but may be used in residential areas on streets too narrow for a U-turn.

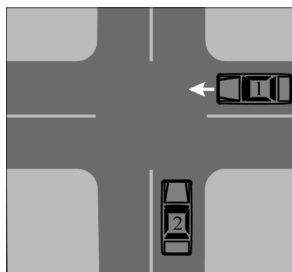
1. Check for traffic in your blind spot. Signal right. Pull as far right as possible and stop.
2. Check traffic. When the way is clear, signal left. Make a left-angle turn to the opposite curb or side of the road.
3. Check traffic. Turn front wheels as far right as possible. Looking behind the vehicle, back far enough so that the vehicle clears the curb when you pull forward.
4. Check traffic and proceed.

## Right-Of-Way

Vehicles or pedestrians are likely to meet one another where there are no signs or lights to control traffic. There are rules on who must yield the right-of-way. These rules tell who goes first and who must wait in different traffic situations.

The law says who must **yield** the right-of-way. It does not **give** anyone the right-of-way. You should do everything you can to keep from hitting a pedestrian or another vehicle. This includes bicycles and animal-drawn vehicles.

## Intersections



At an intersection where there are no signs or lights, you must yield to vehicles coming from the right.

At a four-way stop, the driver reaching the intersection first goes first (after coming to a complete stop.) If more than one vehicle arrives at the same time, the vehicle on the right goes first.

You must yield to vehicles already on the main road if you are entering a road from a driveway, alley or roadside.

You must yield to traffic already in a roundabout, traffic circle or rotary.

You must yield to cross traffic if your roadway dead-ends.

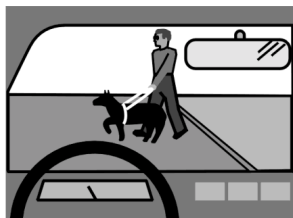
You should not enter an intersection unless you can get through it without having to stop. You should wait until traffic in front of you clears so that you are not blocking the intersection.

## Passing

When passing a vehicle traveling in the same direction, you must yield to it even if it is slowing or coming to a stop.

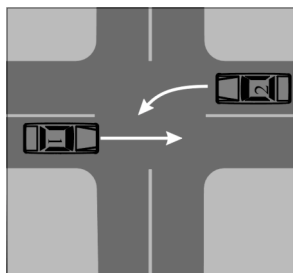
## Pedestrians

You must yield where necessary to avoid striking pedestrians who are crossing the road.



You must yield to pedestrians when you are entering or exiting a driveway, alley or parking lot. **You must stop before crossing a sidewalk if you are entering or crossing a highway from a driveway, alley or parking lot.** It is illegal to drive on a sidewalk except to cross it.

Pedestrians using a dog guide or carrying a white cane have absolute right-of-way (even if not at an intersection.) Do not use your horn as it could startle the blind pedestrian. If you see anyone in the roadway with a dog guide or a white cane, stop at least ten feet away until the person is off the roadway.



## Left Turns

Drivers turning left must yield to vehicles approaching from the opposite direction, including bicycles.

## Emergency Vehicles

You must yield the right-of-way to police vehicles, fire trucks, ambulances or other emergency vehicles using a siren, air horn or a red or blue flashing light. Pull over to the right edge of the road or as near to the right as possible and stop when you see or hear an emergency vehicle approaching from any direction. Follow any instructions given over the emergency vehicle's loudspeaker. If you are in an intersection, drive through the intersection before you pull over. *If the emergency vehicle using lights or siren is on the other side of a divided highway, you do not need to pull over and stop.*

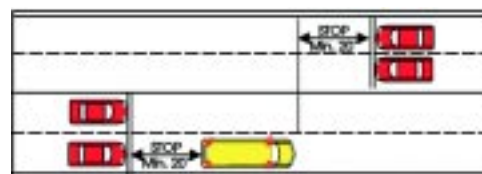
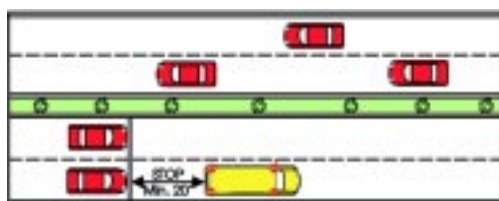
You must not pass an emergency vehicle that is about to back into, or is backing into, the driveway entrance of a fire station.

When approaching emergency vehicles, tow trucks, road machinery or highway construction or maintenance vehicles (that are stopped on or near a highway and that are flashing emergency lights), you must move into a lane not nearest the stopped vehicle and travel in that lane until you have gone by the stopped vehicle(s). If it is unsafe to move into another lane, slow down until you have passed the stopped vehicle(s).

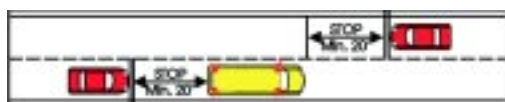
## School Buses



You must stop for a school bus that is stopped with its **red lights flashing** whether it is on your side of the road, the opposite side of the road or at an intersection that you are approaching. However, you are not required to stop if the bus is traveling toward you and the roadway is separated by a median or other physical barrier (unless signs say otherwise.) After the school bus red lights have stopped flashing, watch for children along the side of the road. Do not go until they have completely left the roadway.



You must stop a **minimum of 20'** from a school bus when its **red lights are flashing**.



**Note:** Text between vehicles reads:

< **STOP**  
Min. 20' >

## Animals

People riding animals or driving animal-drawn vehicles on a roadway have the same rights and duties as motor vehicle operators. To avoid scaring the animals, do not sound your horn near them. Slow down and keep a safe distance away while passing them.

You should yield the right-of-way to livestock on or along the highway. However, the person in charge of the livestock must try to open the way for traffic. If the person in charge of the animals gives a signal of distress, you must stop or do what is necessary to avoid injury or a crash.

## Funeral Processions

Only the first vehicle in a funeral procession must obey traffic signs and signals. Vehicles in the procession must have headlights on. Do not cut into or interfere with a funeral procession.

## Parking

You are responsible for making sure your vehicle is not a hazard when it is parked. Whenever you park, be sure it is in a place that is far enough from any travel lane to avoid interfering with traffic and that is visible to vehicles approaching from either direction.

- Park in a designated parking area if possible.
- Always set your parking brake when you park. Leave the vehicle in the lowest gear if it has a manual transmission or in "park" if it has an automatic transmission.
  - ⇒ A possible exception to this is during cold weather when it is possible the parking brake could freeze in the "on" position. At such times, you may choose to leave the parking brake off. Your vehicle should still be left in the lowest gear or in "park".
- If parked on a rural highway, you must leave at least 15 feet of road width for other traffic to pass your vehicle, your vehicle must be visible for at least 500 feet in either direction and, if parked at night, your parking lights and taillights must be on.
- Get out of the vehicle on the curb side if you can. If you have to use the street side, check traffic before you open the door. Shut the door as soon as you can after getting out.
- Never leave the ignition key in a parked vehicle. It is a good habit to lock the doors whenever you leave your vehicle.
- If you must park on a roadway, park your vehicle as far away from traffic as possible. If there is a curb, park as close to it as you can.



- When you park on a hill, turn your wheels sharply toward the side of the road or curb, as shown in the illustrations. This way, if your vehicle starts to roll, it will roll away from traffic.

**No-Parking Zones** - There are many areas where you cannot park. Check for signs that may prohibit or limit parking. Some parking restrictions are indicated by colored curb markings (usually yellow).

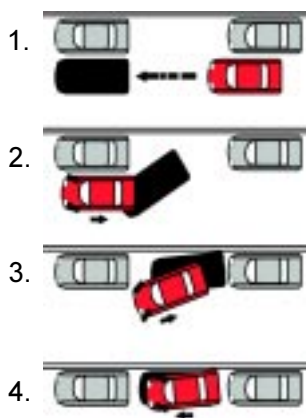


Do not park:

- in an intersection,
- in a construction area if your vehicle will block traffic,
- within 15 feet of a crosswalk or intersection,
- within ten feet of a fire hydrant,
- within 25 feet of a railroad crossing,
- more than one foot from the curb,



- within 15 feet of a fire station driveway on the same side of the street or directly across from the entrance,
- within four feet of a driveway, alley, or private road, or blocking the area of the curb removed or lowered for access to the sidewalk,
- in front of a school (grades K-eight) from 7:30 a.m. to 4:30 p.m. on school days, or as posted.
- on a bridge or overpass, or in a tunnel or underpass,
- on the wrong side of the street (opposing traffic),
- in a space marked for the disabled, unless you have a special parking permit or plates for the disabled,
- on the road side of a parked vehicle (double parking),
- on railroad tracks,
- wherever a sign says you cannot park.



**How to Parallel Park** (observe other traffic, pedestrians and fixed objects throughout these steps)

1. Stop even with the vehicle ahead and about two feet away from it.
2. Turn wheels sharply right and slowly back toward the vehicle behind. As the front door passes the back bumper of the vehicle ahead, quickly straighten the wheels and continue to back straight.
3. When clear of the vehicle ahead, turn wheels sharply left and back slowly to vehicle behind.
4. Turn wheels sharply right and pull toward center of parking space. Straighten wheels unless you are on a hill. Vehicle should be within 12 inches of curb or edge of road, and at least two feet away from parked vehicles when maneuver is finished.

## SAFE DRIVING TIPS

No driver manual alone can teach you how to operate a vehicle or be a safe driver. Driving requires skills you can gain only through instruction and practice. The following offers some basic driving information.

### Basic Driving

#### Starting

Check your vehicle owner's manual for how to best start your vehicle. Make sure the parking brake is on before you start the vehicle. If your vehicle has a manual transmission, it must be in neutral and in some vehicles the clutch must be depressed. For a vehicle that has an automatic transmission, you must put the shift selector in "park." On some vehicles, the brake pedal must also be depressed.

## Accelerating

Accelerate gradually and smoothly. Trying to start too fast can cause the drive wheels to spin, and will cause your vehicle to slide. With a manual-shift vehicle, practice using the clutch and accelerator so that the engine does not over-rev or stall when shifting between gears.

## Steering

Your hands should be placed on the steering wheel in a balanced position. Both hands should be on the wheel, except when making necessary adjustments to the driving controls.

Look well down the road (ten to 15 seconds ahead) and on both sides of the road, not at the road just in front of your vehicle. Look for traffic situations where you will need to steer before you get to them. This way, you have time to steer smoothly and safely.

When you complete a turn, straighten out the steering wheel by hand. Letting it slip through your fingers could be dangerous.

## Speed Limits

Speed limits are posted on many roads. Posted speed limits do not tell you at what speed to drive. They only say you cannot go faster than the speed shown. By law, you have to go slower if conditions make the posted speed unsafe.

Maximum speeds in Wisconsin, **unless otherwise posted** :

- 15 MPH:** Within a school zone or school crossing when children are present, in an alley, or passing a safety zone where a bus has stopped to load or unload.
- 25 MPH:** On residential and business streets.
- 35 MPH:** In outlying parts of cities or villages, or semi-urban districts outside cities or villages.
- 55 MPH:** On any highway or freeway in Wisconsin, except on multi-lane freeways and expressways posted for 65 mph.
- 65 MPH:** On rural interstate highways and some posted freeways and expressways (look for speed limit signs).

It is illegal to exceed the posted speed limit. Racing on the highway and driving recklessly are not allowed. You may not exceed the speed limit to pass another vehicle.

Speeding does not save you much time. If you travel 20 miles at 66 mph in a 55 mph zone, you only save 3.6 minutes. You can be stopped and ticketed, in which case you would lose more than 3.6 minutes, and you will be assessed points and a fine.

**Note:** Wisconsin law says you must not drive so slowly that you interfere with the normal and reasonable movement of traffic. Some highways have minimum posted speed limits.

## Stopping

Be alert so that you know well ahead of time when you will have to stop. Stopping suddenly is dangerous and usually points to a driver who was not paying attention. When you brake quickly, you could skid and lose control of your vehicle. You also make it harder for drivers behind you to stop



without hitting you (especially if the road is slippery and/or the vehicle behind is a large vehicle that cannot stop quickly).

Try to avoid panic stops by seeing events well in advance. By slowing down or changing lanes, you may not have to stop at all and if you do, you can make a more gradual and safer stop.

Do not coast (transmission in neutral or clutch depressed) while driving. Stay in "gear" so you have the braking power of the engine available.

## Seeing Well

Most of what you do in driving depends on what you see. To be a good driver, you need to see well. The single biggest contributor to crashes is failing to see what is happening. You must look down the road, to the sides and behind your vehicle, and be alert for unexpected events. At night and at other times when it's hard to see and be seen, you must use your headlights.

You must be alert to what is going on around you. Many crashes occur because drivers do not pay enough attention to their driving. Do not take your eyes off the road for more than a few seconds at any one time. If you need to look at a map, pull safely off the road before you try to look at it. Do not try to read the map while you are driving.

Remember that cars and trucks are not the only "users" of the road. In many crashes with motorcycles, bicycles and pedestrians, drivers reported that they looked but did not see them.

If you have a portable phone or CB radio, avoid using it when the vehicle is in motion. Even with "hands free" equipment, talking on a phone or radio takes your attention away from driving and can cause you to be less likely to notice a dangerous situation.

Do not drive with headsets or earphones that cover or go in both ears. These make it too hard to hear emergency horns or sirens.

Never underestimate the size or speed of an approaching truck or bus. Because of their large size, they often appear to be traveling at a slower speed than they actually are. Give them extra room.

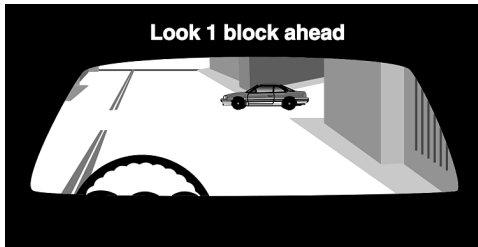
Do not slow down just to look at a crash, someone getting a ticket or other roadside activity. This could cause **you** to be in a crash. If you take your eyes off the road to look at something, you could run into a vehicle ahead that has slowed or stopped. When you pass these roadside activities, keep your eyes on the road and get past them as soon and as safely as you can.

## Scanning

To be a good driver, you must know what is happening around your vehicle. You must look ahead, to the sides and behind the vehicle. Scanning helps you to see problems ahead, vehicles and people that may be in the road by the time you reach them, signs warning of problems ahead and signs giving you directions.

*Look ahead.* In order to avoid last-minute braking or the need to turn, you should look well down the road. By looking well ahead and being ready to stop or change lanes if needed, you can drive more safely, save on fuel, help keep traffic moving at a steady pace and allow yourself time to see better around your vehicle and alongside the road. Looking well down the road will also help you to steer straighter with less weaving. Safer drivers tend to look ten to 15 seconds ahead of their vehicle. How far is this? It is the distance that your vehicle will travel in ten to 15 seconds.

In the city, ten to 15 seconds is about one block. When you drive in city traffic, you should try to look at least one block ahead. On the highway, ten to 15 seconds is about four city blocks, or a quarter of a mile.



How do you know how many seconds you are looking ahead? Here is how to figure how far ahead you are looking.

1. Find a non-moving object like a sign or tree near the road about as far ahead as you are looking.
2. Start counting: one-thousand-one, one-thousand-two, one-thousand-three, etc., until you reach the object.
3. The number of seconds you have counted is the number of seconds ahead that you were looking.

You can be a safer driver by looking well ahead. You can reduce the need to stop or turn quickly. The less you have to stop or turn quickly, the less likely you are to run into someone or have someone run into you.

By looking well ahead, you can save on fuel. Every time you have to stop quickly, it takes time and fuel to get your vehicle back up to speed. Drivers who look ahead can slow down gradually, or change lanes and avoid unnecessary braking that leads to lower miles-per-gallon.

Traffic flows more smoothly when everyone looks well ahead. Making driving changes before the last moment gives drivers behind you more time to react. The earlier you act, the less often someone behind you has to quickly react to your vehicle. By seeing needed driving changes early, you can drive more safely and that helps drivers behind you drive more safely too. It also keeps traffic moving at a steady pace.

*Look to the sides* - Because other vehicles or pedestrians may cross or enter your path anytime, you should look to the sides to make sure no one is coming. This is especially true at intersections and railroad crossings.



### Watch Out for Deer



The number and severity of collisions between motor vehicles and deer continues to increase. In fact, deer are the third most commonly struck object in Wisconsin, with other vehicles and fixed objects topping the list. There are some things, however, that you can do to reduce your risk of hitting a deer. Be especially alert for deer during October and November, the months with the highest number of car/deer crashes.

- Deer are most active in the dusk to dawn hours, so you should be especially alert while driving during those times. Scan the sides of the road to watch for the reflection of your vehicle headlights in the eyes of deer.
- If you see such a reflection on the side of the road, slow down, blow the horn, be ready to stop, and watch for more than one deer.
- While deer crossings typically occur in rural settings, deer sometimes wander into towns or even cities. Deer may cross anywhere, anytime.

**Intersections** - Intersections are any place where traffic merges or crosses. They include cross streets, side streets, driveways and shopping center or parking lot entrances and railroad crossings. Before you enter an intersection, look to both the left and right for approaching vehicles and/or crossing pedestrians. If stopped, look to both the left and right just before you start moving. Look across the intersection before you start to move to make sure the path is clear all the way through the intersection, and you will not block it if you have to stop.

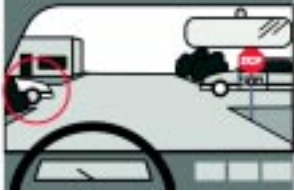
Before you turn left across oncoming traffic, look for a safe gap in the traffic. Look to the street you are turning into to make sure that no vehicles or pedestrians are in your path, leaving you stranded in the path of oncoming traffic. Look one more time in the direction of oncoming traffic before you turn.

Before turning right, make sure that there is no traffic approaching from your left and no oncoming traffic turning left into your path. Quickly check over your right shoulder for bicyclists who may be in your right blind spot or just behind it. Do not begin your turn without checking for pedestrians or bicyclists crossing where you will be turning. You may turn right on red unless prohibited, but only after making a full stop. You may also turn left from a one-way street into another one-way street unless prohibited.

Do not rely on traffic signals or signs to tell you that no one will be crossing in front of you. Some drivers do not obey, or may not notice, traffic signals or signs. At an intersection, look left and right, even if other traffic has a red light or a stop sign. This is especially important just after the light has turned green. This is when people on the cross street are most likely to hurry through the intersection before the light changes to red. Individuals who have been drinking and reckless or aggressive drivers may also run red lights.

Make sure you can clearly see crossing traffic before entering a controlled intersection (one with a stop sign or light). If you are stopped and your view of a cross street is blocked, slowly move ahead and stop **before** entering the intersection. Check for cross traffic and pedestrians before proceeding.

If you are coming to an uncontrolled intersection, slow down so that you can safely see up and down the cross street before crossing it. If your view is blocked at an uncontrolled intersection, be prepared to brake, if needed, as you slowly edge forward until you can see up and down the cross street. By slowly moving forward, crossing drivers can see the front of your vehicle and it gives them a chance to slow down and warn you that they are approaching.



Whenever there is a lot of activity along the side of the road, there is a good chance that someone will cross or enter the road. Therefore, it is very important to look to the sides when you are near shopping centers and parking lots, construction areas, busy sidewalks and playgrounds and school yards.

*Railroad crossings* - As you approach any railroad crossing slow down and look up and down the tracks to make sure a train is not coming. Do not assume that a train is not coming even if you have never seen one at that crossing before. Assuming that a train is not coming is one of the leading causes of fatalities at railroad crossings. Make sure there is room for your vehicle on the far side before you cross the tracks.

At crossings with more than one track, wait until the passing train is well down the track before starting to cross. Another train may be hidden by the one that just passed.

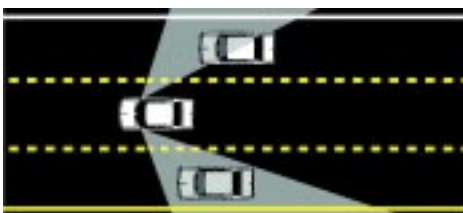
Be especially watchful if you are following a bicyclist or motorcyclist across railroad tracks. They may swerve in order to cross the tracks at a 90° angle so their tires don't get stuck in the tracks.

*Look behind* - Besides watching traffic ahead of you, you must check traffic behind you. Check your mirrors every six to eight seconds. You need to check more often when traffic is heavy. This is the only way you will know if someone is following too closely or coming up too fast, and will give you time to do something about it. It is very important to look for vehicles behind you when you change lanes, slow down, back up or are driving down a long or steep hill.

- When going down a long or steep hill - Check your mirrors when you are going down hills or mountains. Vehicles often build up speed going down a steep grade. Be alert for large trucks and buses behind you that may be going too fast.

*When changing lanes* - Whenever you want to change lanes, you must check that there are no vehicles in the lane you want to enter. This means you must check for traffic to the side and behind your vehicle before you change lanes. Changing lanes includes changing from one lane to another, merging onto a roadway from an entrance ramp, and entering the roadway from the curb or shoulder. When changing lanes, you should:

- Look in your rear-view and side mirrors. Make sure there are no vehicles in the lane you want to enter. Make sure that nobody is about to pass you.



- Look over your shoulder in the direction you plan to move. Be sure no one is near the rear corners of your vehicle. These areas are called "blind spots" because you cannot see them through your mirrors. To see vehicles in your blind spot, you must turn your head and look.

- Check quickly. Do not take your eyes off the road ahead for more than an instant. Traffic ahead of you could stop suddenly while you are looking to the sides, rear or over your shoulder. Also, use your mirrors to check traffic while you are preparing to merge or pull onto the roadway. This way you can keep an eye on vehicles ahead of you at the same time. Just before you change lanes, check over your shoulder for traffic in your blind spot. Look several times if you need to so as not to look for too long a period at any one time. You must keep track of what traffic is doing in front of you **and** in the lane you are entering.
- Check the far lane, if there is one, as someone in that lane may be planning to move into the same lane you want to enter.



- Check for other road users. Remember, there are other road users such as motorcycles, bicycles and pedestrians that are harder to see than cars and trucks. Children may run or ride out into the road without looking. Be especially alert when you are entering the roadway from the curb or driveway.

*When you slow down* - You must check behind your vehicle whenever you slow down. This is very important when you slow down quickly or at points where a following driver would not expect you to slow down, such as private driveways or parking spaces.

*When you back up* - It is hard for you to see behind your vehicle. Try to do as little backing as possible. Where backing is necessary, here are some hints that will help you back your vehicle safely.

- Check behind your vehicle before you get in. Children or small objects often cannot be seen from the driver's seat.
- Do not depend on your rearview or side mirrors to see things around you. You should turn to look directly through the rear window and to check your blind spots.
- Back slowly. Your vehicle is much harder to steer while you are backing.
- Whenever possible, use a person outside the vehicle to help you back.

## Use Your Lights

It is much harder to see at night. Here are some things you can do that will help you see better:

- Use your high beams whenever there are no oncoming vehicles. High beams let you see twice as far as low beams. It is important to use high beams on unfamiliar roads, in construction areas or where there may be people along the side of the road.



- Dim your high beams whenever you come within 500 feet (about a one block distance) of an oncoming vehicle.
- Use your low beams when any closer than 500 feet behind another vehicle or when in heavy traffic.

- Use the low beams in fog or when it is snowing or raining hard. Light from high beams will reflect back, causing glare and making it more difficult to see ahead. Some vehicles have fog lights that you should also use under these conditions.
- Do not drive at any time with only your parking lights on. Parking lights are for parking only.

If a driver approaching you fails to dim their headlights, you may flash your high beams to let them know. If they still don't dim the lights, look toward the right side of the road. This will keep you from being blinded by the other vehicle's headlights and will allow you to see enough of the edge of the road to stay on course.

**Wisconsin Law:** You must have your headlights on (when driving) during the period between half an hour **after** sunset and half an hour **before** sunrise, and at any other time you cannot see a vehicle or person on the roadway at a distance of 500 feet.

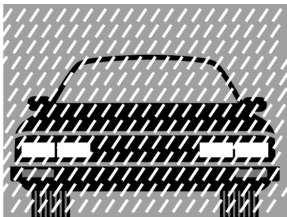
## Communicating

Crashes often happen because one driver does not see another driver, or when one driver does something the other driver does not expect. It is important that you let other road users know you are there and what you plan to do.

### Letting Others Know You Are There

Some drivers do not always pay attention to what is going on around them. It is important that other road users know that you are there.

*Use headlights* - Besides helping you to see at night, headlights help other people see you at any time. Remember to turn on your headlights whenever you have trouble seeing others. If you have trouble seeing **them**, they may be having trouble seeing **you**.



- On rainy, snowy or foggy days, it is sometimes hard for other drivers to see your vehicle. In these conditions, headlights make your vehicle easier to see. A good rule to follow is if you turn on your wipers, turn on your headlights.
- Turn on your headlights when it begins to get dark. Even if you turn them on a little early, you will help other drivers see you.
- Whenever driving and lights are necessary, use your headlights. Parking lights are for parked vehicles only.
- When driving away from a rising or setting sun, turn on your headlights. Drivers coming toward you may have trouble seeing your vehicle. Your headlights will help them see you.

*Daytime Running Lights* - Some newer vehicles have headlights that are on anytime the vehicle is running. These lights make it easier for others to see the vehicle, even in daylight, thereby reducing the likelihood of collisions. However, they are not meant to replace the use of headlights (night driving, etc.). If your vehicle does not have daytime running lights, you may achieve the same effect by manually turning your headlights on. Be sure, however, to turn them off when you turn the engine off.

*Use your horn* - People cannot see you unless they are looking your way. Your horn can get their attention. Use it whenever it will help prevent a crash. If there is no immediate danger, a light tap on the horn should be all you need. Give your horn a light tap:

- when a person on foot or on a bike appears to be moving into your lane of travel. **However, pedestrians and bicyclists crossing at an intersection have the right-of-way. Do not use your horn in these instances, but do yield the right-of-way.**
- when you are passing a driver who starts to turn into your lane.
- when a driver is not paying attention or may have trouble seeing you.
- when coming to a place where you cannot see what is ahead - a steep hill, a sharp curve or exiting a narrow alley.

If there is danger, do not be afraid to sound a SHARP BLAST on your horn. Do this:

- when another vehicle is in danger of hitting you.
- when you have lost control of your vehicle and are moving towards someone.

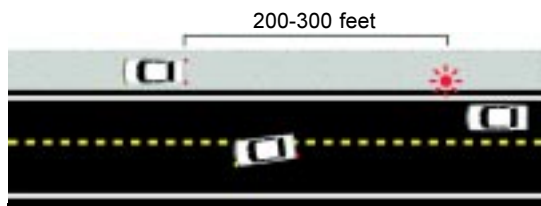
*When **NOT** to use your horn* - There are several occasions when you should not use your horn. They include:

- encouraging someone to drive faster or get out of the way.
- informing other drivers of an error.
- greeting a friend.
- around blind pedestrians.
- around animal-drawn vehicles or animals being herded on the roadway.

*Use emergency signals* - If your vehicle breaks down on a highway, make sure that other drivers can see it. All too often, crashes occur because a driver did not see a stalled vehicle until it was too late to stop.

If available, use your 2-way radio or telephone to notify authorities that your vehicle or another has broken down. Many roadways have signs that tell you the CB channel or telephone number to call in an emergency. If you are having vehicle trouble and have to stop:

- get your vehicle off the road and away from traffic, if at all possible.
- turn on your emergency flashers to show you are having trouble.
- try to stop where other drivers have a clear view of your vehicle if you cannot get it off the roadway. (Do not stop just over a hill or just around a curve.)



- try to warn other road users that your vehicle is there. Place emergency flares or triangles behind it. This allows other drivers to change lanes if necessary.



- stand by the side of the road where you are safe from traffic, if you do not have emergency flares or other warning devices.
- never stand in the roadway. Do not try to change a tire if it means you have to be in a traffic lane.
- raise the hood or tie a white cloth to the antenna, side mirror or door handle to signal an emergency.

*Stay out of the blind spot* - Drive your vehicle where others can see you. Do not drive in another vehicle's blind spot.

- Try to avoid driving in the area on either side of and slightly to the rear of another vehicle where you will be in their blind spot. Either speed up or drop back so the other driver can see your vehicle more easily.



- When passing another vehicle, get through the other driver's blind spot as quickly as you can. The longer you stay there, the longer you are in danger because they may not see you.
- Never stay alongside or right behind a large vehicle such as a truck or bus. Many drivers think that truck drivers can see the road better because they sit twice as high as the driver of a car. While truckers can see ahead better, and trucks have bigger mirrors, they still have very serious blind spots. A car can disappear from their view while it is up to 20 feet in front of the cab, on either side of the truck (especially alongside the cab) and up to 200 feet behind!
- Drivers who travel in these blind spots ("NO-ZONES") on the sides and in the rear, restrict a trucker's ability to take action to avoid a dangerous situation -- and the possibility of a crash is increased. A good rule of thumb for drivers sharing the road with a truck or bus is, **"if you can't see the truck or bus driver in their side mirror, they can't see you"**.

## Letting Others Know What You Are Doing

Generally other drivers expect you to keep doing what you are doing. You must warn them when you are going to change direction or slow down. This will give them time to react if needed, or at least, to not be surprised by what you do.

*Signal when you change direction* - Signaling gives other drivers time to react to your moves. You should use your turn signals before you change lanes, turn right or left, merge into traffic or park.

- Get into the habit of signaling every time you change direction. This includes signaling before beginning to pass another vehicle, and before completing the pass. Signal even when you do not see anyone else around. It is easy to miss someone who needs to know what you are doing.
- Signal 100 feet before your intended turn. In most cases, that should be about three seconds before you make your move.  
**BUT**
- Be careful that you do not signal too early. If there are streets, driveways or entrances between you and where you want to turn, wait until you have passed them to signal.



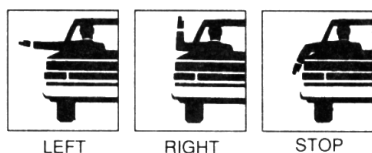
- If another vehicle is about to enter the street between you and where you plan to turn, wait until you have passed it to signal your turn. If you signal earlier, the other driver may think you plan to turn where they are and they might pull into your path.
- After you have made a turn or lane change, make sure your turn signal is off. After small turns, the signal may not turn off by itself. Turn it off if it has not clicked off by itself. If you don't, others might think you plan to turn again.

*Signal when you slow down* - Your brake lights let people know that you are slowing down. Always slow down as early as it is safe to do so. If you are going to stop or slow down at a place where another driver may not expect it, quickly tap your brake pedal three or four times to let those behind you know you are about to slow down.

Signal when you slow down:

- to turn off a roadway which does not have separate turn or exit lanes.
- to park or turn just before an intersection. Traffic following you will expect you to continue to the intersection.
- to avoid something in the road, or traffic that is stopped or slowing that a driver behind you cannot see.

*Hand signals* - Sometimes, in addition to using your turn signals, hand and arm signals may be used. An example would be when bright sunlight may make it hard for other drivers to see your flashing turn signals, or when driving an antique vehicle (one manufactured before July 1, 1958) that may not be equipped with turn signals.



When using hand and arm signals, these are the standard positions: Left turn, hand pointing straight out; Right turn, hand pointing up; Stop or slow down, hand pointing down.

## Adjusting Speed

The faster your vehicle is going, the more distance it will take to turn, slow or stop. For example, stopping at 60 mph does not take twice the distance it takes at 30 mph, as one might think, but over three times the distance. Driving safely means adjusting your speed for road and traffic conditions, how well you can see, and obeying speed limits.

## Adjusting To Road Conditions

There are various road conditions where, to be safe, you must slow down. For example, you must slow down before a sharp curve, when the roadway is slippery and when there is standing water on the road.

The only contact your vehicle has with the road is through the tires. How good a grip the tires have with the road depends on the type and condition of the tires and the type and condition of the road surface.

Many drivers do not pay enough attention to the condition of their tires or to the condition of the roadway. It is important that your tires be in good condition and have enough air in them. See your vehicle owner's manual for correct tire pressure.

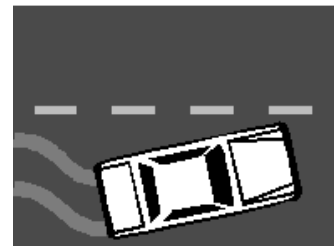
Your tires do not have as much traction on gravel or dirt roads as they do on concrete or asphalt roads. When driving on gravel or dirt, you must slow down. It will take you much longer to stop and it is much easier to skid when turning.

*Curves* - A vehicle can travel much faster in a straight line than it can in a curve. It is easy to go too fast in a curve. If you go too fast, the tires will not be able to grip the road and your vehicle will skid. Always slow down before you enter a curve so you do not have to brake while in the curve. Braking in a curve can cause your vehicle to skid.

*Slippery roads* - Slow down at the first sign of rain, snow or sleet. All of these make the roadway slippery. When the road is slippery, your vehicle's tires do not grip as well as they do on a dry road. How slow should you go? On a wet road, you should reduce your speed about ten mph. On packed snow, you should cut your speed in half. On ice, you must slow to a crawl. It is very dangerous to drive on ice.



**If at all possible, do not drive  
when the roads are icy.**



Some road surfaces are slippery at certain times or places. Here are some clues to help you spot slippery roads:

- Shady spots can be icy on cold, wet days. These areas freeze first and dry out last.
- Overpasses and other types of bridges can have icy spots, even when other pavement is not icy. This is because bridges do not have earth underneath them to help insulate them against the cold so they freeze sooner than other roadways.
- When the temperature is around the freezing point, ice can become wet. This makes it more slippery than at colder temperatures.
- If it starts to rain on a hot day, the pavement can be very slippery for the first few minutes. Heat causes the oil in the asphalt to come to the surface. The road is more slippery until the oil is washed off.

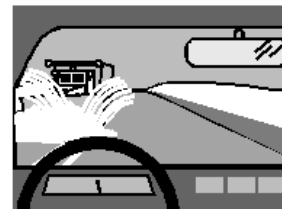
*Water on the roadway* - When it is raining or the road is wet, most tires have good traction up to about 35 mph. However as you go faster, your tires will start to ride up on the water, like water skis. This is called "hydroplaning." In a heavy rain, your tires can lose all traction with the road at about 50 mph. Wide tires or tires that are bald or badly worn will lose traction at much lower speeds. The best way to keep from hydroplaning is to slow down in the rain or when the road is wet.

If it feels like your tires have lost traction with the surface of the road, you should:

- ease your foot off the gas pedal.
- keep the steering wheel straight. Only try to turn if it's an emergency. If you must turn, do it slowly, or you will cause your vehicle to skid.
- do not try to stop or turn until your tires are gripping the road again.

## Winter Driving

Each year about 30 snowstorms drop about 50 inches of snow in Wisconsin. Winter driving calls for special techniques:



### WINTER DRIVING SAFETY TIPS

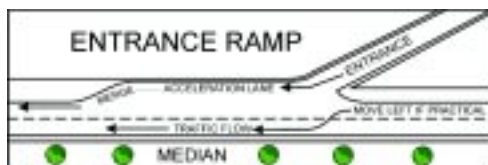
- **FIRST IS WORST.** In the first storm of the season, most drivers have forgotten their safe winter driving skills. They'll drive too fast and try to stop too quickly. Go slow. Increase following distances. Drive defensively. Relearn your skills.
- **Go SLOW.** Drive well below the posted speed limit. Posted limits are intended for summer months on dry pavement. Avoid sudden, sharp turns. Use light braking by gently pumping the brakes.
- **PLAN AHEAD.** Plan on trips taking extra time. Leave earlier. Consider an alternate route. **STAY HOME** if conditions are too bad.
- **USE YOUR HEAD, USE YOUR FEET.** Never use cruise control on slippery roads.
- **LIGHTEN UP.** Turn on your headlights. To prevent glare, avoid using your high beams during a night storm.
- **WEAR YOUR SEATBELTS.**
- **GIVE SNOW PLOWS ROOM.** Snowplows are wide. They often need to operate very close to the center line. Sometimes they throw up clouds of snow, which affects your vision. Slow down and give them as much room as possible. On roads with a posted speed limit of 35 m.p.h. or more, you should stay at least 200 feet behind a snowplow when its red or amber lights are on.

## Adjusting to Traffic

Crashes involving two or more vehicles often happen when drivers go faster or slower than other vehicles on a roadway with multiple lanes going in the same direction.

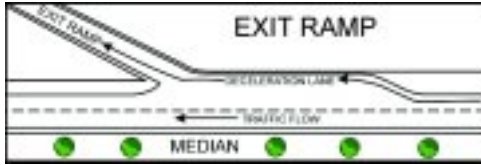
**Keep pace with traffic** - If you are going faster than traffic, you will have to keep passing others. Each time you pass someone, there is a greater chance for a collision. The vehicle you are passing may change lanes or, on a two-lane road, an oncoming vehicle may suddenly appear. Slow down and keep pace with other traffic. Speeding does not save more than a few minutes an hour.

Going much slower than other vehicles can be just as bad as speeding. It tends to make vehicles bunch up behind you and causes the other traffic to pass you. If vehicles are lined up behind you, pull over when safe to do so and let them pass. You should either drive faster or consider using a road with slower posted speeds.



**Entering traffic** - When you merge with traffic, try to enter at the same speed that traffic is moving. High-speed roadways generally have ramps to give you time to build up your speed. Use the ramp to reach the speed of other vehicles before you merge into traffic. Do not drive to the end of the

ramp and stop or you will not have enough room to get up to the speed of traffic. Also, drivers behind you will not expect you to stop. If they are watching the traffic on the main road, you may be hit from the rear. If you have to wait for space to enter a roadway, slow down on the ramp so you have some room to speed up before you have to merge. You must yield to traffic already moving in the roadway.



**Leaving traffic** - Keep up with the speed of traffic as long as you are on the main road. If the road on which you are traveling has exit ramps, do not slow down until you move onto the exit ramp. When you turn from a high speed, two-lane roadway, try not to slow down too early if you have traffic following you. Tap your brakes quickly but safely and reduce your speed.

**Slow moving traffic** - Some vehicles cannot travel very fast or have trouble keeping up with the speed of traffic. If you spot these vehicles early, you have time to change lanes or safely slow down. Slowing suddenly can cause a crash.

- Watch for large trucks and small cars on steep grades or when they are entering traffic. They can lose speed on long or steep hills and it takes longer for them to get up to speed when they enter traffic.
- Farm tractors, animal-drawn vehicles and roadway maintenance vehicles usually go 25 mph or less. These vehicles should have a slow-moving vehicle (SMV) sign (a reflective orange triangle) on the back.
- Bicyclists should have reflectors or lights on their bikes. However, some bikes may not have this equipment. Be especially watchful for bikes.

**Trouble spots** - Wherever people gather or traffic is heavy, your room to move is limited. You need to lower your speed to have time to react in a crowded space. Here are some of the places where you may need to slow down:

- *shopping centers, parking lots and downtown areas.* These are busy areas with vehicles, pedestrians and bicyclists stopping, starting and moving in different directions.
- *rush hours.* Rush hours often have heavy traffic and drivers may be in a hurry.
- *narrow bridges and tunnels.* Vehicles approaching each other are forced closer together.
- *toll plazas.* Vehicles are changing lanes and preparing to stop, and then speeding up again when leaving the plaza. The number of lanes could change both before and after the plaza.
- *schools, playgrounds and residential streets.* These areas often have children present. Always watch for children crossing the street or running or riding into the street without looking.
- *railroad crossings.* You need to make sure that there are no trains coming and that you have room to cross. Some crossings are bumpy so you need to slow down to safely cross.

## How Well Can You See?

If something is in your path and you need to stop, you need to see it in time to be able to stop. It takes much longer and farther to stop than many people think. If you have good tires and brakes and dry pavement:

- at 50 mph, it can take about 400 feet to react to something you see and to bring your vehicle to a stop. That is about the length of a city block.
- at 30 mph, it can take about 200 feet to stop. That is almost half a city block in length.

If you cannot see 400 feet ahead, it means you may not be driving safely at 50 mph. If you cannot see 200 feet ahead, you may not be driving safely at 30 mph. By the time you see an object in your path, it may be too late to stop without hitting it.

Here are some things that limit how well you can see and tips you can follow to be a safer driver.

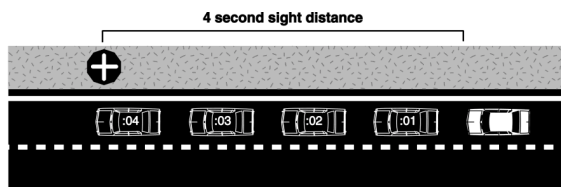
**Darkness** - It is harder to see at night. You must be closer to an object to see it at night than during the day. You must be able to stop within the distance you can see ahead with your headlights. Your headlights will let you see about 400 feet ahead. You should drive at a speed that allows you to stop within this distance.

**Rain, fog or snow** - In very heavy rain, a snowstorm or thick fog, you may not be able to see much more than 200 feet ahead. When you cannot see any farther than that, you cannot safely drive faster than 30 mph. In a very heavy downpour, you may not be able to see well enough to drive. If this happens, pull off the road in a safe place and wait until it clears.

**Hills and curves** - You may not know what is on the other side of a hill or just around a curve, even if you have driven the road many times. If a vehicle is stalled on the road just over a hill or around a curve, you must be able to stop. Whenever you come to a hill or curve where you cannot see over or around it, adjust your speed so you can stop if necessary.

**Parked vehicles** - Vehicles parked along the side of the road may block your view. People may be ready to get out of a vehicle or walk out from between parked vehicles. Give parked vehicles as much room as you can.

**Animals** - Many deer are hit by cars, especially in October and November. Be especially cautious when you see "Deer Crossing" signs, especially during the dusk to dawn hours when deer are most active. If you see a deer, reduce speed and sound the horn. Look for other deer following the one you see.



"one-thousand-one, one-thousand-two, one-thousand-three, one-thousand-four." If you reach the object before you finish saying "one-thousand-four," you need to slow down because you are going too fast for your sight distance. You must not drive so fast that you cannot stop in your sight distance. If you do, you are not driving safely and could injure or kill yourself or others.

You should also use the "Four Second Sight Distance Rule" at night to make sure you are not "over-driving" your headlights.

**Sight-distance rule:** Drive at a speed where you can always safely stop. To tell if you are driving too fast for conditions, use the "Four Second Sight Distance Rule." Pick out a stationary object as far ahead as you can clearly see (e.g. a sign or a tree). Start counting

**Speed limits** - You must comply with speed limits. They are based on the design of the road, and the type of vehicles that use them. They take into account things you cannot see, such as side roads and driveways where vehicles may suddenly pull out, and the amount of traffic that uses the road.

Remember, speed limits are posted for ideal conditions. If the road is wet or icy, if you cannot see well or if traffic is heavy, then you must slow down. Even if you are driving under the posted speed limit, you can get a ticket for traveling too fast under these conditions.



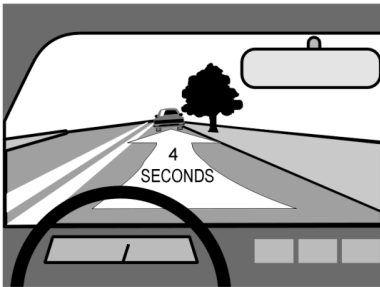
### Sharing Space

You must always share the road with others. The more distance you keep between yourself and everyone else, the more time you have to react. This space is like a safety cushion. The more you have, the safer you will be. This section describes how to make sure you have enough space around you when you drive.

### Space Ahead

Rear-end crashes are very common. They are caused by drivers following too closely (tailgating) to be able to stop before hitting the vehicle ahead when it suddenly slows or stops.

Professionals used to think a safe following distance of two seconds was enough. They now feel it should be no less than four seconds under ideal conditions. Here is an easy way to find out if you are following too closely.



**Following-distance rule:** Watch for when the rear of the vehicle ahead passes a sign, tree or any other stationary point.

Count the seconds it takes you to reach the same spot. ("One-thousand-one, one-thousand-two, one-thousand-three, one-thousand-four.")

You are following too closely if you pass the mark before you finish counting.

If so, drop back and then count again at another spot to check the new following distance. Repeat until you are following no closer than the minimum recommended following distance.

A minimum four second following distance is recommended under ideal driving conditions. However, **in the following situations, you may need more following distance to be safe:**

- *on slippery roads.* Because you need more distance to stop your vehicle on slippery roads, you must leave more space in front of you. If the vehicle ahead suddenly stops, you will need the extra distance to stop safely.
- *when the driver behind you wants to pass.* Slow down to allow room in front of your vehicle. Slowing also will allow the pass to be completed sooner.
- *when following motorcycles or bicyclists.* If the cycle should fall, you need extra distance to avoid the rider. The chances of a fall are greatest on wet or icy roads, gravel roads or metal surfaces such as bridges, gratings or railroad tracks.

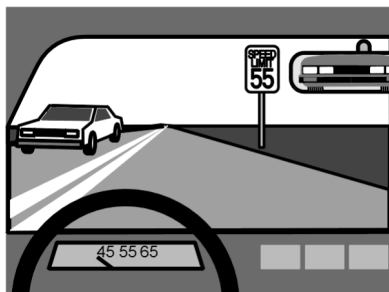


- *when following drivers who cannot see you.* The drivers of trucks, buses, vans or vehicles pulling campers or trailers may not be able to see you when you are directly behind them. This “blind spot” to the rear of large trucks can extend for 200 feet! They could stop suddenly without knowing you are there. Large vehicles also block your view of the road ahead. Falling back allows you more room to see ahead:
- *when you have a heavy load or are pulling a trailer.* The extra weight increases your stopping distance.
- *when it is hard for you to see because of darkness or bad weather.* You need to increase your following distance.
- *when being followed closely.* You should allow extra room so you will be able to stop without being hit from behind.
- *when following emergency vehicles.* Police vehicles, ambulances and fire trucks need more room to operate.
- *when approaching railroad crossings.* Leave extra room for vehicles required to come to a stop at railroad crossings, including transit buses, school buses or vehicles carrying hazardous materials (gasoline tankers, etc.).
- *when stopped on a hill or incline.* Leave extra space because the vehicle ahead may roll back when it starts moving.

## Space Behind

It is not always easy to maintain a safe distance behind your vehicle. However, you can help keep a driver behind you at a safe distance by keeping a steady speed and signaling in advance when you have to slow down or turn.

- *Stopping to pick up or let off passengers.* Try to find a safe place out of traffic to stop.

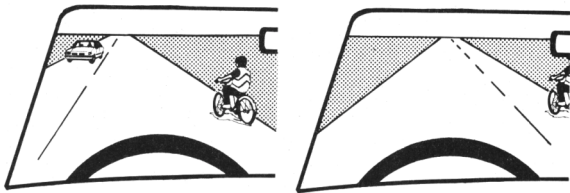


- *Parallel parking.* If you want to parallel park and there is traffic coming behind you, put on your turn signal, pull next to the space, and allow vehicles behind you to pass before you park.
- *Driving slowly.* If you are driving more slowly than other traffic on a multi-lane road, drive in the rightmost travel lane. When you have to drive so slowly that you slow down other vehicles, pull to the side of the road when safe to do so and let them pass. There are “turnout” areas on some two lane roads you can use. Other two lane roads sometimes have “passing lanes.”
- *Being tailgated.* Every now and then you may find yourself being followed too closely or being “tailgated” by another driver. If you are being followed too closely and there is a right lane, move over to the right. If there is no right lane, wait until the road ahead is clear and passing is legal, then slowly reduce speed. This will encourage the tailgater to drive around you. Never slow down quickly to discourage a tailgater. All that does is increase your risk of being hit from behind.

**Caution:** This is especially true if you are being followed by a large truck or bus, neither of which can stop as quickly as a car. Give large vehicles extra room to move.

## Space to the Side

- You need space on both sides of your vehicle to have room to turn or change lanes.
- Avoid driving next to other vehicles on multi-lane roads. Someone may crowd your lane or try to change lanes and run into you. Move ahead or drop back from the other vehicle.
- Keep as much space as you can between yourself and oncoming vehicles. On a two lane road, this means not crowding the center line. In general, it is safest to drive in the center of your lane.
- Make room for vehicles entering a roadway that has two or more lanes. If there is no one next to you, move over to the next lane.
- Keep extra space between your vehicle and parked cars. Someone could step out from a parked vehicle, or from between vehicles, or a parked vehicle could suddenly pull out.
- Give extra space to pedestrians and bicyclists, especially children. They can move into your path quickly and without warning. Do not share a lane with a pedestrian or bicyclist. Wait until it is safe to pass in the adjoining lane. Bicycles are vehicles, and are **entitled to a full traffic lane**. Give a bicycle at least **three feet of room** when you pass.
- Give snowplows as much room as possible. They often need to operate very close to the centerline, and sometimes throw up clouds of snow affecting your vision.
- “Split the difference.” Split the difference between two hazards. For example, steer a middle course between oncoming traffic and parked vehicles. However, if one is more dangerous than the other, leave a little more space on the dangerous side. For example, if the oncoming vehicle is a semi-truck, leave a little more room on the side that the truck will pass.



- When possible, take potential hazards one at a time. For example, if you are overtaking a bicycle and an oncoming vehicle is approaching, slow down and let the vehicle pass first so that you can give extra room to the bicycle.

## Space to Merge

Anytime you want to merge with other traffic, you need a gap large enough to safely move into the flow of traffic. You need a minimum four-second gap whenever you change lanes, enter a roadway or when your lane merges with another travel lane.

- Do not try to merge into a gap that is too small. A small gap can quickly become even smaller. Enter a gap that gives you a big enough space cushion to be safe.
- If you want to cross several lanes, take them one at a time. Like going up or down stairs one step at a time, it is safest and easiest to merge one lane at a time. It is very difficult to determine that all the lanes are free and safe to cross. If you wait until all the lanes were clear, you can tie up traffic and even cause a crash.



## Space to Cross or Enter

When you cross traffic, you need a large enough gap to get all the way across the road. When you enter traffic, you need enough space to first turn and then to get up to speed.

- When you cross traffic, you need room to get all the way across. Stopping halfway across is only safe when there is a median divider large enough for your vehicle. Do not stop in a divider where part of your vehicle will be in the way of other traffic.
- If you are turning left, make sure there are no vehicles or pedestrians blocking your path. You do not want to be caught waiting for a path to clear while you are stopped across a lane with vehicles coming toward you.
- Even if you have the green light, do not start across an intersection if there are vehicles blocking your way. If you are caught in the intersection when the light changes to red, you will block other traffic.
- Never assume another driver will share space with you or give you space. For example, do not turn just because an approaching vehicle has a turn signal on. The driver may plan to turn after they pass your vehicle or they may have forgotten to turn the signal off from a prior turn. This is particularly true of motorcycles as their signals often do not cancel by themselves. Wait until the other driver actually starts to turn and then go if it is safe to do so.
- When you cross railroad tracks, make sure you can cross without having to stop on the tracks.

## Space to Pass

Whenever signs or road markings permit you to pass, you will have to judge whether you have enough room to safely pass. Do not count on having enough time to pass several vehicles at once. Be safe. As a general rule pass only one vehicle at a time and pass on the **left** side. Do not linger in the passing lane. Get around the vehicle as quickly as possible and move safely back into your lane. You may not exceed the speed limit to pass.

*Oncoming vehicles* - At a speed of 55 mph, you need about ten seconds to pass. That means you need a ten-second gap in oncoming traffic and sight distance to pass. You must judge whether you will have enough space to safely pass.

At 55 mph you will travel over 800 feet in ten seconds; so will an oncoming vehicle. That means you need over 1600 feet or about one-third of a mile to safely pass. It is hard to judge the speed of oncoming vehicles at this distance. **Caution:** This is especially true with large trucks, which, because of their size, often appear to be moving slower than they really are. A vehicle that is far away generally appears to be standing still. In fact, if you can actually see that it is coming closer (getting larger), it may be too close for you to pass. At night, it is especially hard to judge distance and speed of oncoming traffic. If you are not sure, **wait to pass until you are sure that there is enough space.**

*Hills and curves* - You need to be able to see at least one-third of a mile or about ten seconds ahead. Anytime your view is blocked by a curve or a hill, you should assume that there is an oncoming vehicle just out of sight. Therefore, you should treat a curve or a hill as you would an oncoming vehicle. This means you should not start to pass if you are within one-third of a mile of a hill or curve.

*Intersections* - It is dangerous to pass where a vehicle is likely to enter or cross the road. Such places include intersections, railroad crossings and shopping center entrances. While you are passing, your view of people, vehicles or trains can be blocked by the vehicle you are passing. Also, drivers turning right into the approaching lane will not expect to find you approaching in their lane. They may not even look your way before turning.

*Passing large trucks* - A typical car is 15 feet long. A multiple-trailer truck can be 75 feet long or longer. It can take much longer to pass a truck; therefore, you must have more clear road ahead before you can safely pass.

*Lane restrictions* - Before you pass, look ahead for road conditions and traffic that may cause other vehicles to move into your lane. You might lose your space for passing because of:

- people or animals near the road,
- a narrow bridge or other situation that causes reduced lane width, or
- a patch of ice, pot hole or something on the road.

*Space to return* - Do not pass unless you have enough space to return to the driving lane. Do not count on other drivers to make room for you.

*Railroad grade crossing* - Do not pass if there is a railroad grade crossing ahead.

Before you return to the driving lane, be sure to leave enough room between you and the vehicle you have passed. **When you can see both headlights of the vehicle you just passed in your rear-view mirror, it is safe to return to the driving lane.**

### Space for Dangerous Situations

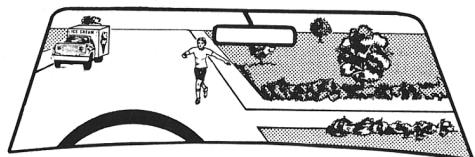
You should give extra room to certain drivers and other road users. Some are listed here.

*Those who cannot see you.* Anyone who cannot see you may enter your path without knowing you are there. Those who could have trouble seeing you include:

- drivers at intersections or driveways where their view is blocked by buildings, trees or other vehicles,
- drivers backing into the roadway or backing into or pulling out of parking spaces,
- drivers whose windows are steamed up or are covered with snow or ice,
- pedestrians with umbrellas in front of their faces or with their hats pulled down, and
- pedestrians with white canes and/or dog guides.

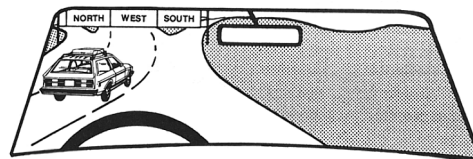
*People who are distracted.* Even when others can see you, allow extra room or be extra cautious if you think they may be distracted. People who may be distracted include:

- delivery persons,
- construction workers,
- children, and
- drivers who are not paying attention to their driving.



*People who may be confused.* People who are confused may cause an unsafe situation. People who may be confused include:

- persons driving cars with out-of-state plates, (especially at complicated intersections),
- drivers who slow down for what seems like no reason,
- drivers looking for street signs or house numbers, and
- pedestrians who have been drinking.



*Large vehicles and wide loads.*

- Large trucks and buses cannot accelerate, stop, or change direction as quickly as smaller vehicles. Give them extra room to move on the road.
- Wide loads. Sometimes extra-wide loads are transported on highways. Give "wide loads" as much room as possible.

*Drivers in trouble.* If another driver makes a mistake (drivers who pass you when they do not have enough room, for example), do not make it worse. Slow down and let them safely return to the driving lane. If another driver needs to suddenly change lanes, slow down and let them merge. These gestures will keep traffic moving smoothly and safely.

## **Farm Safety/Rural Driving**

You should be aware of special hazards in rural areas. These may include slow moving tractors, horse driven wagons or carriages, people on horseback, farm machinery exiting fields or on the roadway, wide machinery, debris on the road, and livestock on or crossing the highway. Farm machinery operators may have difficulty seeing or hearing other traffic, and the machinery may not have brake lights or turn signals.

**Note:** No one may let a child under the age of 16 years of age operate a farm tractor or self propelled farm machinery on the highways unless the child has successfully completed a tractor and machinery operation safety training course and is certified to operate such a vehicle. (Check with your local Technical College for these courses.)

You should yield the right-of-way to livestock on or along the highway. Be courteous to and aware of people riding horseback or driving a horse drawn carriage or wagon. Try to avoid scaring the horse by slowing down and keeping a safe distance away while passing them.

## **INATTENTIVE DRIVING**

### **Distractions While Driving**

Being distracted from, or not giving your full attention to your driving, could result in serious consequences. You could be in a crash, strike a pedestrian, leave the roadway, not notice a hazard or danger, or miss important traffic signs or signals. Anything that takes your attention away from driving can lead you to make a poor choice while driving. Your concentration should be completely on your driving and what is around and ahead of your vehicle.

Avoid eating, drinking, talking on a cell phone, putting on makeup, shaving, brushing your teeth, reading, writing, using a computer, smoking, changing your stereo cassette tapes or CDs, looking for things on the floor, or trying to find change for tolls, etc. Plan ahead and take care of as many of these things as you can before you start driving. Otherwise, wait until you get to where you are going, or pull over in a safe location to do them. For example, if you need to read a map or directions, pull over to the side of the road in a safe place. Stop until you are ready to give your complete attention to driving.

Keep your stereo or radio at a volume low enough so you can hear things outside your vehicle. If it is turned up too loud, you may not be able to hear a siren, horn honking, screeching tires or other things that would lead you to react to an emergency or hazard in order to prevent a crash.

Talking on a cell phone can increase your chances of being in a crash by as much as four times. It is distracting because your attention is directed more toward your conversation than your driving. If you need to talk on a cell phone, pull over to the side of the road in a safe place until you are finished with your call.

Children or pets can also be distracting. Pets should always be in a carrier, or you should have a passenger hold the animal while you are driving. If children are misbehaving in the vehicle, pull over to the side of the road in a safe place before you try to deal with the situation.

## BE IN SHAPE TO DRIVE

Driving safely is not always easy. It is, in fact, one of the most complex things that people do. It is also one of the few things we do regularly that can injure or kill us. It is worth the effort to be a careful driver.

Being a safe driver takes a lot of skill and judgement. This task is even more difficult when you are just learning to drive. Driving can easily take every ability you have. If anything happens so you are not up to your ability, you may not be a safe driver. Your ability to be a safe driver depends on being able to see clearly, not being overly tired, not driving while using drugs, being generally healthy and being emotionally fit to drive. In other words, being in "shape" to drive safely.

## Vision And Hearing

### Vision

Good vision is a must for safe driving. You drive based on what you see. If you cannot see clearly, you will have trouble identifying traffic and road conditions, spotting potential trouble or reacting in a timely manner.

Vision is so important that Wisconsin requires that you pass a vision test before you get a driver license. This test requires that you have at least 20/40 vision in at least one eye, with or without corrective lenses. This test is repeated each time you renew your license.

Other important aspects of vision are:

*Side vision* - You need to see "out the corner of your eye." This lets you spot vehicles and other potential trouble on either side of you while you look ahead. Because you cannot focus on things to the side, you must also use your side mirrors and glance to the side if necessary.

*Judging distances and speeds* - Even if you can see clearly, you still may not be able to judge distances or speeds very well. Many people have problems judging distances and speeds. It takes a lot

of practice to be able to judge both. It is especially important in knowing how far you are from other vehicles and judging safe gaps when merging and when passing on two lane roads, or when judging the speed of a train before crossing tracks safely.

*Night vision* - Many people who can see clearly in the daytime have trouble seeing at night. It is more difficult for everyone to see at night than in the daytime. Some drivers have problems with glare while driving at night, especially with the glare of oncoming headlights. If you have problems seeing at night, don't drive more than is necessary and be very careful when you do.

Because seeing well is so important to safe driving, you should have your eyes checked every year or two by an eye specialist. You may never know you have poor vision unless your eyes are tested.

If you need to wear glasses or contact lenses for driving, remember to:

- *always wear them when you drive*, even if it is only for short trips. If your driver license says you must wear corrective lenses, you could get a ticket if you are stopped and you are not wearing them.
- *try to keep an extra pair of glasses* in your vehicle. If your regular glasses are broken or lost, you can use the spare pair to drive safely. This can also be helpful if you do not wear glasses all the time and misplace them.
- *avoid using dark glasses or tinted contact lenses at night*, even if you think they help with glare. The problem is that they reduce the light that you need to see clearly.

## Hearing

Hearing can be helpful to safe driving. The sound of horns, a siren or screeching tires can warn you of danger. A hearing problem, like bad eyesight, can come on so slowly that you may not notice it. Drivers who know they are hearing impaired can adjust and be safe drivers. These drivers learn to rely more on their vision and tend to stay more alert. Studies have shown that the driving records of hearing impaired drivers are just as good as those of drivers with good hearing.

## Fatigue

You cannot drive as safely when you are tired as when you are rested. You do not see as well, nor are you as alert. It takes you more time to make decisions and you may not always make good decisions. You can be more irritable and can get more easily upset. When you are tired you could fall asleep behind the wheel and crash, injuring or killing yourself or others.

There are things you can do to help from getting tired on a long trip.

- Try to get a good night's sleep before you leave.
- Do not leave on a trip if you are already tired. Plan your trip so you can leave when you are rested.
- Do not take any medicine that can make you drowsy.
- Eat lightly. Do not eat a large meal before you leave. You can get sleepy after eating a big meal.

- Take breaks. Stop every hour or so or when you need to. Walk around, get some fresh air and have some coffee, soda or juice. The few minutes spent on a rest break can save your life. Allow for plenty of time to safely complete your trip.
- Try not to drive late at night when you would normally be asleep. Because your "inner body clock" will be telling your body it is time to be sleeping, you may have trouble staying awake and alert.
- Never drive if you are sleepy. It is better to stop and sleep for a few hours than to take the chance that you can stay awake. If possible, switch driving with someone so you can sleep while they drive.

**Recent studies have shown that a person who has been awake for 18 hours is as impaired for driving as a person with an alcohol content (AC) of .05. A full 24 hours of being awake causes impairment nearly equal to that of an AC of .10 - legally intoxicated.**

## Drinking And Driving

### Alcohol Content

About 40% of the traffic crashes in which someone was killed involved alcohol. If you drink alcohol, even a little, your chances of being in a crash are much greater than if you did not drink any alcohol.

Every .02 increase in alcohol concentration (AC) nearly doubles the risk of being in a fatal crash. AC is the percentage of alcohol in your body and is usually determined by a breath, blood or urine test.

Alcohol Content	Increased Risk *
.02	X 2
.04	X 4
.06	X 8
.08	X 16
.10	X 32

\* Compared to 0.00 alcohol content.

No one can drink alcohol and drive safely, even if they have been driving for many years. Because they are still learning to drive, new drivers are more affected by alcohol than experienced drivers.

Because drinking alcohol and then driving is so dangerous, the penalties are very high. People who drive after drinking risk heavy fines, higher insurance rates, loss of their driver license and even jail sentences.

### Why is Drinking and Driving So Dangerous?

Alcohol reduces all of the important skills you need to drive safely. Alcohol goes from your stomach into your blood and to all parts of your body. It reaches your brain in 20 to 40 minutes. Alcohol affects those areas of your brain that control judgment and skill. Drinking alcohol is very dangerous because it affects your judgment. Good judgment is important to driving but in this case, judgment helps you to know when to stop drinking. In a way, it is as if alcohol puts good judgment on hold. You do not know when you have had too much to drink until it is too late. It is a little like a sunburn; by the time you feel it, it is already too late.

Alcohol slows your reflexes and reaction time, reduces your ability to see clearly and makes you less alert. As the amount of alcohol in your body increases, your judgment worsens and your skills decrease. You will have trouble judging distances, speeds and the movement of other vehicles. You will also have trouble controlling your vehicle.

## If You Drink, When Can You Drive?

The best advice is **do not drive if you drink alcohol**. Even one drink of alcohol can affect your driving. With two or more drinks in your bloodstream, you are **impaired** and could be arrested.

An alcohol “drink” is one and a half ounces (one shot glass) of 80-proof liquor straight or with a mixer, 12 ounces (a regular size can, bottle, mug or glass) of beer or a five ounce glass of wine. Specialty drinks can have more alcohol in them and may be the same as having several five-ounce normal drinks.

For the average adult, it may take up to two hours for your body to get rid of each drink. There is no way to quickly sober up. Coffee, fresh air, exercise or cold showers will not help. **Time** is the only thing that will sober you up.

There are ways of dealing with social drinking situations. Arrange to go with two or more persons. Agree ahead of time which one of you will not drink alcohol. You can rotate among the group being the “designated driver”. Otherwise, use public transportation or a cab, if available.

There are ways to slow down the effects of drinking alcohol. The best way is to increase the amount of time between drinks. Another way is to eat before and while you are drinking. Food slows down how fast alcohol gets into your body. Starchy foods like potato chips, pretzels, bread and crackers are best. Remember, food only slows **when** the alcohol gets into your body, it will not keep you from getting drunk.

## Wisconsin's Alcohol Laws

Operating While Intoxicated (OWI): You can be arrested for driving under the influence of alcohol if you have a Prohibited Alcohol Concentration (PAC). If you are found guilty of an OWI violation and it is your first conviction, you will be fined and your license will be revoked for six months or more. The penalties are even more severe for second and subsequent convictions. You could face a minimum one-year revocation with no occupational license during that period. All vehicles that have your name on the title or registration may be subject to immobilization or Ignition Interlock Device (IID.) If it is your third or greater conviction, your vehicle could be seized. OWI convictions remain on your driving record for life.

Implied Consent: If a police or traffic officer asks you to take a PAC test, you must comply. If you refuse, you will lose your driver license for at least one year.

Absolute Sobriety or “Not a Drop”: Drivers under age 21 can be arrested for driving with **any amount of alcohol** in their body.

## Other Drugs And Driving

Besides alcohol, there are many other things that can affect your ability to drive safely. Many prescription drugs and even drugs you can buy without a prescription that are taken for headaches, colds, hay fever or other allergies or those to calm nerves can make you drowsy and affect your driving. Pep pills, “uppers” and diet pills can make you feel more alert for a short time. Later, however, they can cause you to be nervous, dizzy, unable to concentrate and they can affect your vision. Prescription drugs can affect your reflexes, judgement, vision and alertness in ways similar to alcohol.

If you will be driving before you take a drug, check the label for warnings about its effect. If you are not sure it is safe to take the drug and drive, ask your doctor or pharmacist about any side effects.

It is illegal to drive under the influence of **any** drugs (including prescription drugs) that may negatively affect your driving.

Never drink alcohol while you are taking drugs. Drugs could multiply the effects of alcohol or have additional effects of their own. These effects not only reduce your ability to be a safe driver but could cause serious health problems, even death.

## Health

Many health problems can affect your driving - a bad cold, infection or virus. Even little problems like a stiff neck, a cough or a sore leg can affect your driving. If you are not feeling well and need to go somewhere, let someone else drive.

Some health conditions can be very dangerous:

**Epilepsy** - As long as it is under medical control, epilepsy generally is not dangerous. In Wisconsin, you may drive if you are under the care of a doctor and have not had a seizure for three months.

Illegal drugs affect your ability to be a safe driver and are not good for your health. For example, studies have shown that people who use marijuana make more mistakes, have more trouble adjusting to glare and get arrested for traffic violations more often than other drivers.

**Diabetes** - Diabetics who take insulin should not drive when there is any chance of an insulin reaction, blackout, convulsion or shock. Such a situation could result from skipping a meal or snack, or from taking the wrong amount of insulin. It might also be a good idea to have someone else drive for you during times when your doctor is adjusting your insulin dosage. If you have diabetes, you should also have your eyes checked regularly for possible night blindness or other vision problems.

**Heart condition** - People with heart diseases that can cause fainting or a heart attack should not get behind the wheel. If you are being treated by a doctor for a heart condition, ask if the condition could affect your ability to drive safely.

## Emotions

Emotions can have a great effect on your ability to drive safely. You may not be able to drive well if you are overly worried, excited, afraid, angry or depressed.

- If you are angry or excited, give yourself time to cool off. If necessary take a short walk, but stay off the road until you have calmed down.
- If you are worried, "down", or upset about something, try to keep your mind on your driving. Some people find listening to the radio helps.
- If you are impatient, give yourself extra time for your driving trip. Leave a few minutes early. If you have plenty of time, you will not tend to speed or do other things that can get you a traffic ticket or cause a crash. Don't be impatient about waiting for a train to cross in front of you. Driving around lowered gates or trying to beat the train can be fatal.

## EMERGENCIES

All drivers, sooner or later, will find themselves in an emergency situation. As careful as you are, there are situations that could cause a problem for you. If you are prepared, you may be able to prevent any serious outcomes.



## Vehicle Emergencies

There is always a chance of a vehicle problem while driving. You should follow the recommended maintenance schedule listed in your vehicle owner's manual. Following these preventive measures greatly reduces the chance your vehicle will have a problem. Possible vehicle failures and what you can do if they happen are listed below.

### Brake Failure

If your brakes stop working:

- pump the brake pedal several times. This will often build up enough brake pressure to allow you to stop.
- If that does not work, use the parking brake. Apply the parking brake slowly so you will not lock the wheels and cause a skid. Be ready to release the brake if your vehicle does start to skid (by holding in the brake release button or holding the foot brake release, you can avoid having the parking brake lock up).
- If that does not work, start shifting to lower gears and look for a safe place to slow to a stop. Make sure your vehicle is off the roadway. Do not drive a vehicle without brakes.

### Tire Blowout

If a tire suddenly goes flat:

- tightly hold the steering wheel and keep the vehicle going straight.
- gradually slow down. Take your foot off the gas pedal but don't apply the brakes until the vehicle has almost stopped.
- do not stop on the road if at all possible. Pull off the road in a safe place.

### Power Failure

If the engine dies while you are driving:

- keep a strong grip on the steering wheel. Leave key in the "on" position. Be aware that the steering wheel may be difficult to turn, but you can turn it.
- pull off the roadway. The brakes will still work but you may have to push very hard on the brake pedal.

### Headlight Failure

If your headlights suddenly go out:

- try the headlight switch a few times.
- if that does not work, put on the emergency flashers, turn signals or fog lights if you have them.
- pull off the road as soon as possible.

## Gas Pedal Sticks

If the engine keeps going faster and faster:

- keep your eyes on the road.
- quickly shift to neutral.
- pull off the road when safe to do so.
- turn off the engine.

## Avoiding Collisions

When it looks like a collision may happen, many drivers panic and fail to act. In some cases they do act, but they do something that does not help to reduce the chance of the collision. There is almost always something you can do to avoid the crash or reduce the impact of the crash. In avoiding a collision, you have three options: stop, turn or speed up.

## Stopping Quickly

Many newer vehicles have ABS (Anti-lock Braking System). Be sure to read your vehicle owner's manual on how to use ABS. ABS will help you stop with less or no skidding by keeping the wheels from locking up. In general, follow these guidelines if you need to stop quickly.

*With ABS* - If you have an Anti-lock Braking System and you need to stop quickly:

- press on the brake pedal as hard as you can and keep pressing on it. You might feel the brake pedal pushing back when the ABS is working. You will also hear the noise that ABS makes when it is working.
- do not let up on the brake pedal. ABS will only work when the brake pedal is pushed down hard.

*Without ABS* - If you do not have an Anti-lock Braking System and you must stop quickly:

- apply the brakes as hard as you can without locking them (you can cause the vehicle to go into a skid if you brake too hard).
- you will feel the vehicle start to skid if the brakes lock up. Quickly ease off the brake pedal a little.
- as soon as the vehicle stops skidding, push down on the brake pedal again. Keep doing this until the vehicle has stopped.

## Turning Quickly

In most cases, you can turn the vehicle quicker than you can stop it. You should consider turning in order to avoid a collision.

Make sure you have a good grip with both hands on the steering wheel. Once you have turned away or changed lanes, you must be ready to keep the vehicle under control. Some drivers steer away from one collision only to end up in another. Always steer in the direction you want the vehicle to go.

*With ABS* - A valuable feature of ABS is that you can turn your vehicle while braking with less or no skidding. **Warning:** Do not “jerk” the steering wheel (steer violently) while braking if you have ABS. Doing so may send you farther to the side than intended, because the vehicle will continue to respond to steering input while ABS is working. Practice using ABS in an empty parking lot so you know how the vehicle will respond.

*Without ABS* - If you do not have ABS, you must use a different procedure to turn quickly. You should step on the brake pedal, then let up and turn the steering wheel. Braking will slow the vehicle, put more weight on the front tires, and allow for a quicker turn. Do not lockup the front wheels while braking or turn so sharply that the vehicle can only plow ahead.

Remember that generally it is better to run off the road than to crash head-on into another vehicle. Don't swerve into the opposing lane; turn to the **right**, going off the roadway if necessary.

## Speeding Up

Sometimes it is best or necessary to speed up to avoid a collision. This may happen when another vehicle is about to hit you from the side or from behind and there is room to the front of you to get out of danger. Be sure to slow down once the danger has passed.

## Dealing With Skids

Any road that is safe under normal conditions can be dangerous when it is wet or has snow or ice on it. High speeds under normal conditions also increase the possibility of a skid if you must suddenly turn or stop. Skids are caused when the tires can no longer grip the road. Because you cannot control a vehicle when it is skidding, it is best to keep your vehicle from skidding in the first place.

If your vehicle begins to skid:

**Stay off the brake.** Until the vehicle slows, your brakes will not work and could cause you to skid more.



**Steer.** Turn the steering wheel in the direction you want the vehicle to go. As soon as the vehicle begins to straighten out, turn the steering wheel back the other way. If you do not do so, your vehicle may swing around in the other direction and you could start a new skid.

**Continue to steer.** Continue to correct your steering - left and right - until the vehicle is again moving down the road under your control.

## Protect Yourself In Collisions

Try everything you can to keep from getting hit. However, you may not always be able to avoid a collision. If it looks like nothing will work, try to lessen any injuries that could result from the crash. The most important thing you can do is to use your lap and shoulder belts. Besides your safety belts, there are a couple of other things that could help prevent more serious injuries.

### Hit From the Rear

If your vehicle is hit from the rear, your body will be thrown backwards. Press yourself against the back of your seat and put your head against the head restraint. Be ready to apply your brakes so that you will not be pushed into another vehicle.

### Hit From the Side

If your vehicle is hit from the side, your body will be thrown toward the side that is hit. Air bags will not help in this situation (although a few vehicles now have side-impact air bags which will help). Your lap and shoulder belts are needed to help keep you behind the wheel. Get ready to steer or brake to prevent your vehicle from hitting something else.

### Hit From the Front

If your vehicle is about to be hit from the front, it is important to try to have a "glancing blow" rather than being struck head on. This means that if a collision is going to happen, you should try to turn the vehicle. This will help to avoid a head on collision. If your vehicle has an air bag, it will inflate. It will deflate following the crash, so be ready to prevent your vehicle from hitting something else.

## Crashes

Do not stop at a crash unless you are involved or unless emergency help has not yet arrived. Keep your attention on your driving and keep moving, watching for people who might be in or near the road. Never drive to the scene of a crash, fire or other disaster just to look. You may block the way for police, firefighters, ambulances, tow trucks and other rescue vehicles.

No matter how good a driver you are, there may be a time when you are involved in a crash. If you are involved in a crash you must stop. If you are involved in a crash with a parked vehicle, you must try to locate the owner. If any person is injured or killed, the police must be notified. It is a crime for you to leave a crash site where your vehicle was involved if there is an injury or death and before police have talked to you and gotten all the information they need about the crash.

You may want to carry a basic vehicle emergency kit. These kits have emergency flares or reflectors, first aid supplies and basic tools.

### If You Are in a Crash



- Stop your vehicle at or near the crash site. If your vehicle can be moved, get it off the road so that it does not block traffic or cause another crash.
- Do not stand or walk in traffic lanes. You could be struck by another vehicle.
- Turn off the ignition of wrecked vehicles. Do not smoke around wrecked vehicles. Fuel could have spilled and fire is a real danger.
- If there are power lines down with wires in the road, do not go near them.
- Make sure that other traffic will not be involved in the crash. Use triangles, flares or other warning devices to alert traffic to the crash.

## If Someone is Injured

- Get help. Make sure the police and emergency medical or rescue squad have been called (call 911). If there is a fire or downed power lines, tell this to the police when they are called.
- Do not move the injured unless they are in a burning vehicle or in immediate danger of being hit by another vehicle. Moving a person can make their injuries worse. However, Wisconsin law protects you from civil suits if you give aid to the injured.
- First help anyone who is not already walking and talking. Check for breathing first, then check for bleeding.
- If there is bleeding, apply pressure directly on the wound using your hand or a cloth. Even severe bleeding can almost always be stopped or slowed by putting pressure on the wound.
- Do not give an injured person anything to drink, not even water.
- To help prevent an injured person from going into shock, cover them with a blanket or coat to keep them warm.

## Report the Accident

- Get the names and addresses of all people involved in the accident, including injured persons, and any witnesses.
- Exchange information with other drivers involved in the crash. (Name, address, driver license number, vehicle information [license plate, make, model and year of vehicle] and insurance company and policy number, if available.)
- Record any damage to vehicles involved in the crash.
- If requested, provide information to the police or other emergency officials.
- Try to find the owner if a crash involves a parked vehicle. If you cannot find them, leave a note in a place where it can be seen with information on how the owner can reach you, and the date and time of the accident.
- You must report the accident to a law enforcement agency if there is an injury, a death, or property damage of \$1,000 or more to any one person's property, or property damage of \$200 or more to government property (example: signs, guard rails, etc., [government **vehicles**, if \$1,000 or more damage]). The law enforcement agency will file an accident report with DMV. If the law enforcement agency does not investigate the accident or file a report, you need to file the report within ten days of the accident. **Driver Report of Accident** forms are available at DMV Service Centers, law enforcement agencies or from most insurance agencies.

**What to Do in Case of a Crash, Stalled Vehicle or Other Emergency:**

1. Locate the nearest reference marker (see page 17)
2. Make sure you are in a position to safely make a call
3. Dial 911
4. Be ready to answer questions:
  - What is your location? (Give the information from the reference marker.)
  - What is your wireless phone number?
  - Describe the problem.
  - Depending on your answers to these questions, you may be asked for more information.

**What to Do If You Hit a Deer?**

- First, make sure your vehicle is still safe to drive. If not, get assistance.
- If your vehicle can be moved, get it off the road so that it does not block traffic or cause a crash.
- Record the time, place and other circumstances of the incident for insurance and accident reporting purposes.
- If you hit a deer, you are entitled to keep it. If you do not want the deer, the next motorist on the scene is entitled to the deer. In either case, before the deer can be taken, law enforcement will need to issue a tag for the deer. Contact the Sheriff's Office or local Police Department to obtain a tag.
- If you decide to leave the deer, you should notify a local law enforcement agency of the location where the deer was hit (especially if the deer is not dead).

**STUDY QUESTIONS**

These questions will help you study what you have learned from reading this handbook. First, try to answer the questions without looking at the answers. The correct answers are listed upside down below.

**Questions**

- |  |  |
|--|--|
| 1. At an intersection, drivers turning left must yield to what?  | 10. What does a yellow sign mean?  |
| 2. How far ahead should you look when you are on the open highway?   | 11. What does an orange sign mean?   |
| 3. How can you see if there is a car in your blind spot?   | 12. Under most conditions, what is the minimum safe following distance?    |
| 4. At what times does Wisconsin law say you must turn on headlights?   | 13. Name some conditions in which you need extra following distance.       |
| 5. When else would you turn on your headlights?  | 14. What should you do if you are in an intersection and you hear a siren? |
| 6. What is a good rule of thumb for turning on your headlights?  | 15. How do safety belts help you keep control of your car?                 |
| 7. You plan to pull into a driveway just beyond an intersection. When should you signal?                                     | 16. What should you do if you are involved in a crash with another car?    |
| 8. Name two places where you are likely to find slippery spots.  | 17. How many drinks does it take to affect your driving?                   |
| 9. You are on a freeway entrance and have to wait for a gap in traffic before you can enter the roadway. What should you do? | 18. What drugs can affect your ability to drive safely?                    |
|  | 19. What is "implied consent"?   |

**Answers**

- |   |   |
|---|---|
| 1. Pedestrians and vehicles approaching from the opposite direction, including bicycles.  | <ul style="list-style-type: none"> <li>• Have a heavy load or are pulling a trailer.</li> <li>• It is hard to see.</li> <li>• Being followed closely.</li> <li>• Following emergency vehicles.</li> <li>• Approaching railroad crossings.</li> <li>• Stopping on a hill or incline.</li> </ul>  |
| 2. Ten to 15 seconds.   |   |
| 3. Look over your shoulder.   |   |
| 4. Wisconsin law says between half-an-hour after sunset and half-an-hour before sunrise and when you cannot see a vehicle or person on the roadway at a distance of 500 feet.   | 14. Drive through the intersection, then pull over to the right side of the road.   |
| 5. On rainy, snowy or foggy days, when it begins to get dark, and when driving away from a rising or setting sun.   | 15. They protect you from injury and, as a driver, keep you behind the wheel if you are hit from the side or make a quick turn.   |
| 6. A good rule to follow is to turn on your headlights when you need to turn on your wipers.  | 16. <ul style="list-style-type: none"> <li>• Stop at or near the crash site. If your vehicle can be moved, get it off the road.</li> <li>• Do not stand or walk in traffic lanes.</li> <li>• Turn off the ignition of wrecked vehicles.</li> <li>• Stay away from downed power lines.</li> <li>• Use triangles, flares or other warning devices to alert traffic.</li> <li>• If someone is injured, get help.</li> <li>• Help anyone who is not already walking and talking.</li> <li>• Get names and addresses of persons involved and of witnesses.</li> <li>• Exchange information with other drivers involved.</li> <li>• Contact the police and give them information on the crash.</li> <li>• If it is a reportable crash, file a written report with the DMV within ten days if the police did not file a report.</li> </ul> |
| 7. After you cross the intersection.  |   |
| 8. In shady spots and on overpasses and bridges.  |   |
| 9. Slow down on the entrance ramp to wait for a gap, then speed up so you enter at the same speed that traffic is moving.   |   |
| 10. Yellow signs warn of a special situation or a hazard ahead.   |   |
| 11. Orange signs warn of construction work ahead.   |   |
| 12. A minimum of four seconds is the recommended following distance under ideal conditions.   | 17. Even one drink of alcohol can affect your driving.  |
| 13. <ul style="list-style-type: none"> <li>• Driving on slippery roads.</li> <li>• The driver wants to pass.</li> <li>• Following a motorcycle.</li> <li>• Following drivers who cannot see you (trucks, buses, vans or vehicles pulling campers or trailers).</li> </ul> | 18. Almost any drug, prescription or over-the-counter, can affect your ability to drive.  |
|   | 19. You will honor any request by police to take an alcohol concentration test.   |

## Index

- |   |   |   |
|---|---|---|
| <p>ABS ..... 54-55</p> <p>Accidents (See Crashes)</p> <p>Adjusting Speed<br/>    in Traffic ..... 37-38</p> <p>Age Requirements<br/>    for a Driver License ..... 1-5</p> <p>Air Bags ..... 10, 56</p> <p>Alcohol ..... 5, 50-52</p> <p>Alertness ..... 49, 51</p> <p>Armed Forces ..... 2</p> <p>Avoiding a Collision ..... 54-57</p> <p>Backing Up ..... 22, 33</p> <p>Bicycles<br/>    ..... 18, 23, 29, 33, 35, 40, 42, 44</p> <p>Birth Certificate ..... 1, 3</p> <p>Blind Pedestrians ..... 24</p> <p>Blind Spot ..... 32, 36</p> <p>Blowout ..... 53</p> <p>Brakes ..... 8, 53-55</p> <p>Cell Phone Use ..... 48</p> <p>Changing Lanes ..... 36, 44, 46</p> <p>Checking Your Car ..... 8-9</p> <p>Child Restraints ..... 10-11</p> <p>Coasting ..... 29</p> <p>Commercial Drivers License ..... 1</p> <p>Communicating ..... 34-37</p> <p>Crashes ..... 56-57</p> <p>Crosswalks ..... 17</p> <p>Cruise Control ..... 39</p> <p>Curves ..... 37</p> <p>Cushion of Space ..... 42-47</p> <p>Distractions ..... 47-48</p> <p>Drinking and Driving ..... 50-51</p> <p>Driver Education ..... 1, 4</p> <p>Drugs ..... 51-52</p> <p>Duplicate License ..... 2</p> <p>Emergency Vehicles ..... 24-25</p> <p>Emotions ..... 52</p> <p>Entering Traffic ..... 39-40</p> <p>Exhaust ..... 9</p> <p>Farm Safety ..... 47</p> <p>Financial Responsibility ..... 6</p> <p>Fog ..... 41</p> | <p>Four-Way Flashers ..... 35</p> <p>Fuel Conservation ..... 7-8</p> <p>Funeral Processions ..... 25</p> <p>Glasses ..... 49</p> <p>Graduated Driver License ..... 5</p> <p>Headlights ..... 33-34</p> <p>Health ..... 52</p> <p>Hills ..... 41, 43, 45</p> <p>Horn ..... 36</p> <p>Ice ..... 38</p> <p>Inattentive Driving ..... 47-48</p> <p>Inspection ..... 4</p> <p>Instruction Permit ..... 2-3</p> <p>Lanes ..... 17-23</p> <p>Leaving Traffic ..... 40</p> <p>License Renewal ..... 7</p> <p>Metered Ramps ..... 19</p> <p>Mirrors ..... 10, 32-33</p> <p>Motorcycle License ..... 1</p> <p>Motorcycles ..... 29, 33, 42</p> <p>New Residents ..... 1-2</p> <p>Non-Residents ..... 2</p> <p>Occupational License ..... 6</p> <p>Operating While<br/>    Intoxicated ..... 6, 50-51</p> <p>Parking ..... 26-27</p> <p>Passing ..... 45-46</p> <p>Pavement Markings ..... 17-18</p> <p>Pedestrians ..... 23</p> <p>Point System ..... 6</p> <p>Points ..... 6</p> <p>Probationary License ..... 4-5</p> <p>Protecting Yourself<br/>    in a Collision ..... 10-11, 55-56</p> <p>Railroad Crossing ..... 13-14</p> <p>Rain ..... 39, 41</p> <p>Rearview Mirror ..... 10, 32-33</p> <p>Reference Marker Signs ..... 17</p> <p>Reinstatement ..... 7</p> <p>Revocations ..... 6-7</p> <p>Right of Way ..... 23-25</p> <p>Roadway Markings ..... 17-18</p> <p>Roundabout Intersections ..... 20</p> | <p>Rural Driving ..... 47</p> <p>Safety Belts ..... 10-11</p> <p>Sample Test Questions ..... 59</p> <p>School Bus ..... 25</p> <p>School Crossing ..... 13</p> <p>School Zone ..... 27</p> <p>Side Mirrors ..... 10, 32-33</p> <p>Signaling ..... 36-37</p> <p>Signs ..... 13-18, 26</p> <p>Skids ..... 55</p> <p>Slippery Surfaces ..... 38</p> <p>Slow Moving Traffic ..... 16, 40</p> <p>Snow ..... 38-39</p> <p>Snowplows ..... 38-39</p> <p>Space Ahead ..... 42-43</p> <p>Space Behind ..... 43</p> <p>Space for Dangerous<br/>    Situations ..... 46-47</p> <p>Space for<br/>    Large Vehicles ..... 42-43, 47</p> <p>Space to the Sides ..... 44</p> <p>Speed Limits ..... 28</p> <p>Sponsor ..... 1</p> <p>Steering ..... 28, 55</p> <p>Stopping Quickly ..... 54</p> <p>Students ..... 2</p> <p>Suspensions ..... 6-7</p> <p>Tires ..... 8</p> <p>Tire Blowout ..... 53</p> <p>Traffic Signal Lights ..... 12</p> <p>Traffic Signs ..... 13-18</p> <p>Turn Signals ..... 37</p> <p>Turning .. 12, 14-15, 21-22, 54-55</p> <p>Vehicle Failure ..... 52-54</p> <p>Vehicle Suspension ..... 9</p> <p>Vision ..... 48-49</p> <p>Vision Test ..... 48</p> <p>Warning Signs ..... 13-14</p> <p>Water on Roadway ..... 38</p> <p>Windows ..... 8-9</p> <p>Windshield ..... 8-9</p> <p>Windshield Wipers ..... 8-9</p> <p>Winter Driving ..... 39</p> |
|---|---|---|



## MAKE A DIFFERENCE IN KEEPING THE ROADS SAFE FOR EVERYONE...DON'T BE DRIVEN TO DISTRACTION

Not everything in life is under your control. But driving is. When you're behind the wheel, **you** control your fate. That's why when you're driving, your one and only focus should be **ON** driving.

### Did you know that

⇒ ...traffic crashes are **OFTEN** caused by the **WAY** we drive?

⇒ ...85% of all our motor vehicle crashes are caused by **DRIVER MISTAKES?**

That means most crashes are totally avoidable.

**DEVOTE YOUR COMPLETE AND UNDIVIDED ATTENTION TO DRIVING.**

**Don't get distracted.** Driving is a full time job requiring your full time attention.

When you're behind the wheel, your responsibility is safety:

- to yourself
- to your passengers
- to motorists and others around you



### Don't let yourself be distracted by:

- Vehicles, drivers, crash scenes, road construction, animals or people outside
- Other people in your car
- Pets, bugs, spilled drinks, purses, water bottles, groceries or other packages
- Signals or controls, mirrors, lights, windshield wipers, windows

### Here's what you need to "no" about driving to distraction:

- No eating or drinking
- No fiddling with the radio, cassettes or CDs
- No talking on the phone
- No smoking
- No reaching down to pick up things

**DRIVE -- AND ACT-- AS IF YOUR LIFE DEPENDS ON IT!  
STAY IN THE ACTION. DON'T BE DRIVEN TO DISTRACTION!**

## MAKE A DIFFERENCE IN KEEPING THE ROADS SAFE FOR EVERYONE...SHARE THE ROAD

**ALL DRIVERS, INCLUDING THOSE ON MOTOR-CYCLES AND MOPEDS HAVE...**

### Equal right and responsibilities:

- At intersections
- To parking spaces
- When turning
- In traffic
- For following distances

**SIZE DOES NOT DICTATE WHO HAS THE RIGHT TO GO FIRST**

When stopped at intersections, double-check traffic before proceeding. Take a second look specifically for motorcycles and mopeds before pulling out.

**MOST MOTORCYCLE AND MOPED CRASHES OCCUR WHEN ANOTHER DRIVER TURNS IN FRONT OF THEM**

Look for cycles and mopeds before turning. Then look again. Use turn signals to warn cyclists before turning. Use extra caution when entering a major thoroughfare from a side street, driveway or parking lot.

*Although motorcycles have shorter stopping distances than cars, an inexperienced rider may panic and skid if you turn in front of him or her.*

When changing lanes, make a visual check for motorcycles in addition to looking in your rear-view mirror. The motorcycle's size allows it to easily tuck into your blind spots and become invisible.

**MOTORCYCLES AND MOPEDS ARE ENTITLED BY LAW TO A FULL TRAFFIC LANE**

Crowding or cutting off cycles or mopeds when passing is not only breaking the law, it is also endangering human lives.

Return to your lane only when you can see the headlights of the passed vehicle's.

**DO NOT "TAILGATE" A MOTORCYCLE OR MOPED**



A "four second" following distance rule is recommended. Note when the cycle passes a stationary object or mark on the highway. If your vehicle passes the same mark before you have counted "one-thousand-one, one-thousand-two, one-thousand-three, one-thousand-four," you are following too close for safety.

*Do not use high beams when following any vehicle, including motorcycles and mopeds.*

**MOTORCYCLES AND MOPEDS ARE LICENSED MOTOR VEHICLES, AND ARE ENTITLED TO A FULL PARKING SPACE**

Up to three motorcycles can be parked in a single space. Mopeds may be parked on sidewalks where permitted, if they do not interfere with pedestrian traffic.

**CYCLE RIDERS FACE HAZARDS THAT WOULD NOT AFFECT FOUR-WHEELED VEHICLES**

Railroad crossings, potholes and other places where the smoothness of the road is affected have to be ridden over with care. Drivers behind motorcycles should be prepared to let them slow down and change lane positions sufficiently for maximum safety.

**ALL KINDS OF PEOPLE RIDE MOTORCYCLES**

Many motorcyclists wonder why some people drive their vehicles as if cyclists are annoyances. Really, cyclists and motorists are not that different. Check out your friends, relatives, and neighbors. More of them have taken to riding motorcycles than ever before.

There are many good reasons to ride a motorcycle. For many riders, the main reason is pure pleasure. But motorcycles also get great gas mileage and take up less space in urban areas, helping to relieve congestion just a bit.

Many motorcycle crashes could be avoided if other vehicle drivers watched more carefully for motorcycles and gave them equal rights on the road. When a crash occurs, motorcycle and moped riders rarely escape injury. Too often, they are killed. Remember to watch for motorcycles and mopeds - we all need to share the road.



## MAKE A DIFFERENCE IN KEEPING THE ROADS SAFE FOR EVERYONE...ACT RESPONSIBLY!

### DRIVING IS A FULL TIME JOB! IT REQUIRES YOUR FULL TIME ATTENTION.

When you're behind the wheel, your number one responsibility is driving. *Period.*

⇒ **That means putting safety first. It means even watching out for the lives of your passengers, other motorists, bikers and pedestrians around you.**

The most dangerous "drugs" on the highway?

- Impatience
- Frustration
- Anger

You can't control traffic, only your reaction to it.

- Be courteous, even if the other driver isn't



- Don't take traffic problems personally
- Don't tailgate
- Don't block the passing lane
- Don't make obscene gestures
- Keep your cool

The most potent "medicine" on the highway?

- Buckle up
- Slow down
- Drive sober

The best way to stay alive is to keep it under the speed limit, don't drink and drive, and always wear your seat belt. Each and every time.

And insist that everyone else in the car is buckled up too.

**No exceptions.**

*ACT RESPONSIBLY*

## MAKE A DIFFERENCE IN KEEPING THE ROADS SAFE FOR EVERYONE...COEXIST WITH BICYCLES AND PEDESTRIANS

### VEHICLES - INTERACTING WITH BICYCLISTS

Bicyclists are legal users of the road. As such, they are entitled to the full use of a travel lane, although a bicyclist may choose to use the shoulder.



When passing a bicycle, allow a minimum of three feet of space between your vehicle and the bicycle.

Avoid turning across the path of a bicyclist. Most crashes involving a motor vehicle and an adult bicyclist happen when a motorist is turning left.

### BICYCLISTS - INTERACTING WITH VEHICLES

Obey all traffic controls, the same as any other mode of transportation. Stop signs and traffic lights are for bicyclists, too. Travel in the same direction as motor vehicles. Riding the wrong way is associated with 25-30% of all crashes between a bicycle and a motor vehicle.

Wear a helmet...and wear it correctly. It should sit on top of your head and be perpendicular to the ground.

Make yourself more visible. Wear clothing with retro-reflective material. Put reflectors on your bicycle. Use lights on your bicycle everywhere you ride at twilight or when it is dark, or in inclement weather.

Parents: Seek on-bicycle instruction for your child before allowing unsupervised bicycling in traffic. Many communities offer programs in the late spring or early summer.

### VEHICLES - INTERACTING WITH PEDESTRIANS

Look for and yield to pedestrians wherever they may be...especially children.



Stop at least ten feet away from pedestrians using a white cane or seeing eye dog.

Wait until pedestrians are safely off the roadway or out of the crosswalk on your side of the road before you proceed.

Be especially watchful for children. Because they are small, you are less apt to easily spot them. And, because they are not yet able to judge distance, speed and/or be mindful of danger, exercise extreme caution in areas where children are apt to be present. Always be prepared to stop quickly, should a child dart out in front of your vehicle.

### PEDESTRIANS - INTERACTING WITH VEHICLES

Make yourself more visible. Wear outer garments and shoes or boots with retro-reflective materials.

Obey traffic signs and signals.

Use designated crosswalks whenever possible.

Before stepping into a roadway, look left - look right - look left again.

Parents: Supervise children until you are certain they have developed all behavior and judgment to be a safe walker.

# WISCONSIN GRADUATED DRIVER LICENSING SUPERVISED DRIVING LOG

Wisconsin Department of Transportation  
HS-303/99

Parents must certify that their student has obtained a minimum of 30 hours of supervised driving, with at least 10 hours at night. This form is provided for your convenience to keep track of driving time and experience. Each hour of supervised driving experience, while accompanied by a qualified instructor, may be considered as 2 hours of driving experience, with a maximum of 5 instructor-supervised hours to be able to be counted in this manner.

DATE & TIME	DRIVING ENVIRONMENT (residential, city, rural hwy, expressway, etc.)	* DRIVING SKILLS PRACTICED	CONDITIONS: (sunny, raining, snowing/dry, wet, icy, etc.)		DRIVING TIME HOURS/MINUTES		MENTOR: P = Parent PD = Parent Designee T = Qualified Instructor	MENTOR INITIALS
			Weather	Roadway	Day	Night		

For additional copies of this form, go on the Internet to: <http://www.dot.state.wi.us/dmv/images/wisconsinhs-303.pdf>

DATE & TIME	DRIVING ENVIRONMENT (residential, city, rural hwy, expressway, etc.)	* DRIVING SKILLS PRACTICED	CONDITIONS: (sunny, raining, snowing/dry, wet, icy, etc.)		DRIVING TIME HOURS/MINUTES		MENTOR: P = Parent PD = Parent Designee T = Qualified Instructor	MENTOR INITIALS
			Weather	Roadway	Day	Night		
				<b>Sub-Totals</b>				
				<b>Total Hrs. Day + Night</b>				

Using teen driver crash data from 1996-98, the following items were identified as being the major Possible Contributing Circumstances (PCCs). The percentage of crashes for which they were reported is also provided. Parents are encouraged to reinforce practice procedures and techniques that will help to reduce crashes from occurring as a result of any of the following PCCs.

- |   |                                       |                            |
|---|---------------------------------------|----------------------------|
| > Failure to yield right-of-way - 16.6% | > Following too close - 6.0%          | > Unsafe backing - 2.1%    |
| > Inattentive driving - 16.5%           | > Exceeding speed limit - 3.3%        | > Left of center - 1.5%    |
| > Failure to control vehicle - 15.9%    | > Disregarding traffic control - 3.1% | > Improper overtake - 1.2% |
| > Speed too fast for conditions - 15.1% | > Improper turn - 2.3%                | > Driver condition - 1.2%  |

**\* Examples:** yielding right-of-way/courtesy; maintaining driving focus/attention; vehicle control/handling; speed awareness/control; safe braking; space management - front following distance (maintaining a minimum 3-4 second following distance under ideal conditions); space to the sides and rear; identification and compliance with traffic controls (including RR Crossings); proper turns and turning procedures; safe and proper backing (straight-line and maneuvering in reverse); selecting and maintaining lane position; safe and proper passing procedures and techniques; controlling emotions; proper/appropriate visual perceptive skills; and pre-driving habits (including safety belts).

**Division of Motor Vehicles Service Centers**  
(Driver Licensing and Vehicle Registration)  
Open Monday - Friday

For more information, visit the DMV website (see list inside the front cover), or call:

Appleton	920-832-2723	Madison Area	608-264-7184
Beaver Dam	920-885-4717	Manitowoc	920-683-4595
Beloit	608-362-1147	Milwaukee/Waukesha	414-266-1000
Eau Claire	715-836-2803	Oshkosh	920-235-6370
Elkhorn	262-723-2850	Racine	262-638-7515
Fond du Lac	920-929-3724	Rhineland	715-362-4917
Green Bay	800-924-3570	Sheboygan	920-459-3870
Janesville	608-758-6236	Stevens Point	715-345-5321
Kenosha	262-942-2083	Wausau	715-359-6981
La Crosse Area	608-789-4620	West Bend	262-335-5360

There are other DMV Service Centers throughout Wisconsin that are not listed here. For a complete listing of Service Centers, phone numbers, hours of operation and directions, visit the website listed inside the front cover.

**Skills (Road) Test Appointments**

**You must make an appointment to take a skills test.**

**Via the Internet:**

<http://www.dot.state.wi.us/dmv/schedule.html>

**Via telephone:**

Statewide	888-368-9556
<i>(except Madison &amp; Milwaukee areas)</i>	
Madison Area	608-266-1442
Milwaukee Area	414-266-1028

**State Patrol Districts**

(1) DeForest	608-846-8500
(2) Waukesha	262-785-4700
(3) Fond du Lac	920-929-3700
(4) Wausau	715-845-1143
(5) Tomah	608-374-0513
(6) Eau Claire	715-839-3800
(7) Spooner	715-635-2141

The Department of Transportation intends that the products and services it offers are accessible to all. If you need accommodations or do not understand any part of this publication, please contact a DMV Service Center.

**Note:** This manual is intended to inform the user of Rules of the Road (Wisconsin state laws and Administrative Rules of the Department of Transportation), as well as important safety tips. Information in this and other handbooks and manuals published by the Division of Motor Vehicles is subject to change due to new or revised laws.

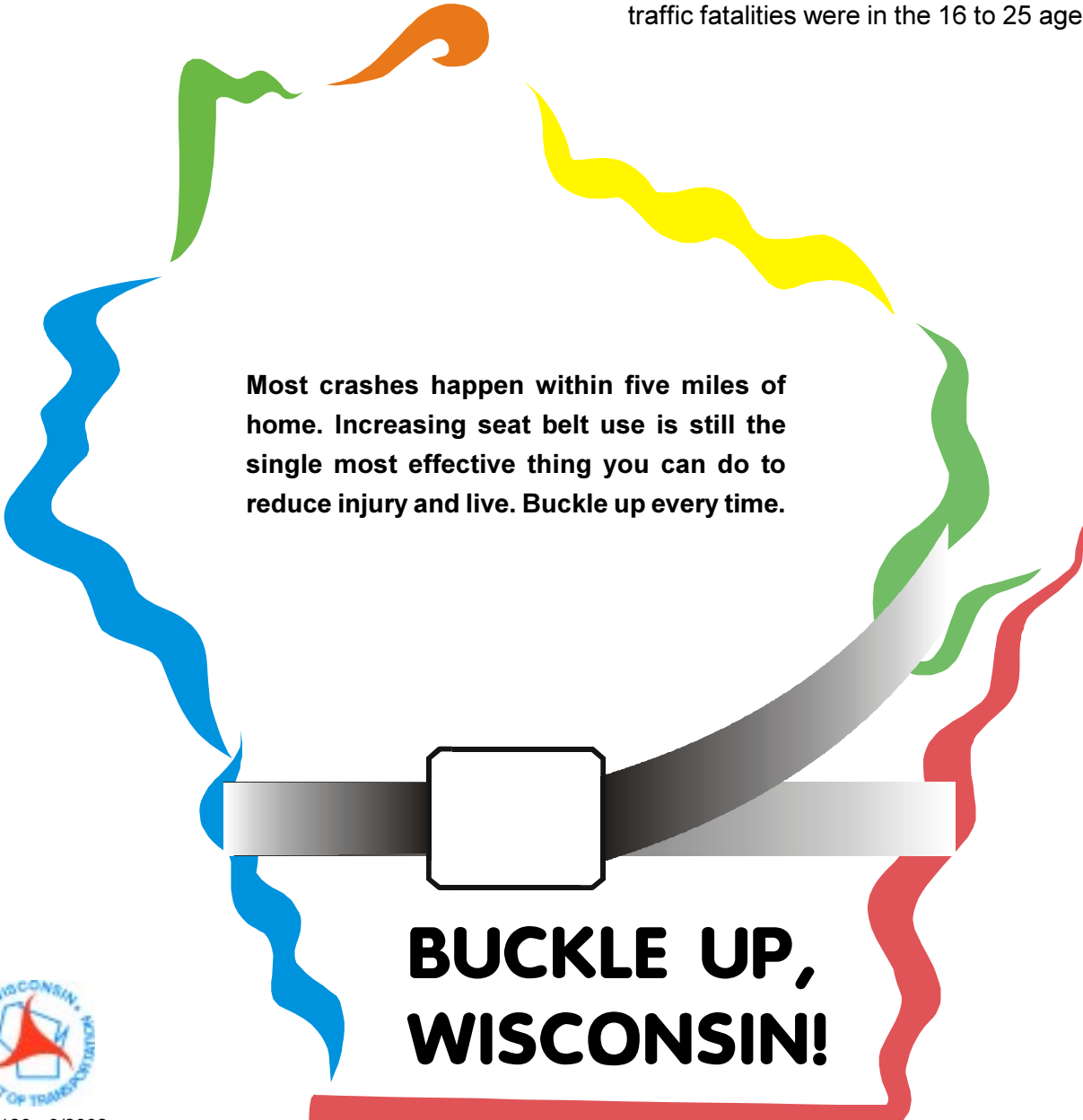
For the latest information or for more information on driver licensing products and services, visit our website at <http://www.dot.state.wi.us/welcome.html>. If you have any questions, e-mail them to [rlis.dmv@dot.state.wi.us](mailto:rlis.dmv@dot.state.wi.us) or call 608-266-2353.

# **MAKE A DIFFERENCE IN KEEPING THE ROADS SAFE FOR EVERYONE...BUCKLE UP, WISCONSIN!**

**Every 11 hours someone dies in a motor vehicle crash in Wisconsin.  
Buckling your seat belt can save your life.**

Adults who don't buckle up are sending children a deadly message that it is all right not to use seat belts. Research shows that, when a driver is unbuckled, 70 percent of the time children in that vehicle will not be buckled either.

Drivers aged 16 to 25 are the least likely age group to buckle up. They simply do not believe they will be injured or killed. Yet, they are the highest-risk drivers, with the highest crash rates. In 2000, approximately 25% of all Wisconsin's traffic fatalities were in the 16 to 25 age group.



**Most crashes happen within five miles of home. Increasing seat belt use is still the single most effective thing you can do to reduce injury and live. Buckle up every time.**

**BUCKLE UP,  
WISCONSIN!**

